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San Francisco Public Library Commission
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1/4/07

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, January 4, 2007
TIME: 4:30 p.m.
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES ACTION

Presentation, discussion, and possible action to approve the minutes of the regular Library Commission meeting of December 7, 2006.
Explanatory document: draft minutes

3. CITY LIBRARIAN'S REPORT by City Librarian Luis Herrera DISCUSSION

(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following topics: information on the Japanese Internment exhibit – "If They Came for Me Today: The Japanese American Internment Project"; update on library services at the new Juvenile Hall; update on the Main Library's Post Occupancy Evaluation (POE) renovations; and highlights on exhibitions and programs.

4. FRIENDS OF THE LIBRARY REPORT DISCUSSION

(This item is to allow the Friends of the San Francisco Public Library to inform the Commission on their current and proposed activities.)

5. BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) REPORT DISCUSSION

Presentation and discussion on the progress and status of the 2000 Branch Library Improvement Program (BLIP).

6. ADMENDMENT TO COMMISSION BYLAWS ACTION

Amending Library Commission Bylaws. Article III, Section 6 to conform to the Attendance Policy adopted at the Library Commission meeting held on November 16, 2006. (Continued from the meeting of 12/7/06)
Explanatory documents: Commission Bylaws; Attendance Policy

7. ELECTION OF COMMISSION OFFICERS FOR 2007 ACTION

Presentation, discussion and possible action to nominate and/or elect Public Library Commission officers for 2007.

8. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

10. ADJOURNMENT (requires motion and public comment) ACTION

R Walsh, Acting Secretary. 12/19/06

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION BYLAWS

ARTICLE I - Identification

Section 1: Name

The San Francisco Public Library Commission.

Section 2: Office

The San Francisco Public Library system is comprised of the Main located in the Civic Center, San Francisco, CA 94102 and branch libraries located throughout the City and County of San Francisco.

Section 3: Compliance with applicable laws

The Commission shall comply with all applicable laws, including but not limited to the San Francisco Charter, the Ralph M. Brown Act, the Public Records Act, San Francisco's Sunshine Ordinance and the Political Reform Act of 1974.

ARTICLE II - Mission Statement

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

ARTICLE III - Library Commission

Section 1: Number

The Library Commission is part of the executive branch of the government of the City and County of San Francisco. Seven Library Commissioners are appointed by and serve at the pleasure of the Mayor.

Section 2: Term of Appointment

Commissioners serve staggered terms of four years. In some instances, members are appointed to serve out the remainder of an unexpired term.

Section 3: Compensation

Unless the Board of Supervisors decides to enact an ordinance that provides for compensation of Commissioners in accordance with Section A8.400 of the San Francisco Charter, Commissioners shall serve without compensation. Commissioners, as officers of the City and County of San Francisco, shall be entitled to health benefits in accordance with Section A8.420 of the Charter.

Section 4: Oath of Public Office

Swearing to the Oath of Public Office constitutes the Commissioner's sworn responsibility to the public trust.

Section 5: Function

The Library Commission formulates, evaluates and approves goals, objectives, plans and programs and sets policies for the Library consistent with the overall objectives of the City and County; develops and keeps current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals; approves (after public hearing) Library budgets or any budget modifications or fund transfers requiring the approval of the Board of Supervisors; recommends to the Mayor rates, fees and similar charges with respect to Library items; nominates qualified applicants for the position of City Librarian for appointment by the Mayor; monitors the performance of the City Librarian who serves at the pleasure of the Commission; investigates any aspect of governmental operations within the Library; exercises other powers and duties prescribed by the Board of Supervisors; and appoints an executive secretary who serves at the pleasure of the Commission to manage the affairs and operations of the Commission.

The Commission shall evaluate the performance of the City Librarian and the Secretary to the Library Commission at least once a year.

Section 6: Excused Absences

Prior notification of absence from Commission meetings constitutes an excused absence. ~~If a Commissioner misses more than four regularly scheduled, consecutive Library Commission meetings whether the absence is excused for any reason other than illness or is unexcused, the Commission President shall notify the Commission and the Mayor of the Commissioner's lack of attendance.~~ **An absence due to unforeseen circumstances such as illness or emergency shall also qualify as an excused absence where the member reports such absence to the Commission Secretary as soon as reasonably possible. The Commission Secretary shall record all unexcused absences involving neither advance notice nor unforeseen circumstances.**

The Commission Secretary shall report all instances of unexcused absences as well as any of three consecutive absences of a member from regular meetings in a fiscal year to the Mayor's Commission Liaison and the Commission.

ARTICLE IV - Officers

Section 1: Officers

The Officers of the Commission are a President and a Vice-president. The President and Vice-president shall serve at the pleasure of the Commission.

Section 2: Term of office

The term of each office is one year.

Section 3: General Duties and Responsibilities

The President shall preside at all meetings of the Commission. The Commission Secretary working with the President and the City Librarian prepares the agenda for all meetings. The President serves as ex-officio member of other department/agency Committees as requested.

At the end of the fiscal year the President along with the City Librarian shall submit a written annual report to the members summarizing the activities and accomplishments of the Commission during the term of office and file such report with the Mayor and the Clerk of the Board of Supervisors.

In the absence of the President, the Vice-president shall act. The Vice-president shall perform such duties of the President as may be delegated by the President.

ARTICLE V - Commission Staff

Section 1: City Librarian

The City Librarian shall have the duties and powers which are set forth in the Charter and Ordinances of the City and County of San Francisco. As the Executive Director of the department, the City Librarian or a designee shall attend all meetings of the Commission and shall report to the Commission on all matters which concern the operation of the department and which may call for its attention.

The Commission shall deal with administrative matters solely through the City Librarian or his or her designees, and any dictation, suggestion or interference herein prohibited on the part of any member of the Commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the Commission's powers of hearing and inquiry as provided in the Charter.

Section 2: Commission Secretary

The Secretary or designee shall attend all meetings of the Commission and any Ad-Hoc Committee and is responsible for the proper recording and distribution of all Commission actions, correspondence, agendas, and other duties as may be assigned by the Commission, including: research, assisting Committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping library staff prepare for presentations before the Commission, and representing the Commission at public and political gatherings, as appropriate.

The Secretary shall also serve as the parliamentarian, maintaining a knowledge of adopted rules and procedures and also of the Commission's obligations under the laws and ordinances referenced in Article 1, Section 3 of this document, or other regulations which may apply to how the Commission conducts business.

ARTICLE VI - Committees

Section 1: Ad-Hoc Committee

The Commission at its discretion may establish an Ad-Hoc Committee to address issues within the Commission's jurisdiction. An Ad-Hoc Committee established to nominate commission officers may not consider one of its own members for nomination.

Section 2: Committee Quorum

A majority of the members of a committee is a quorum. A committee may act through the majority of the quorum.

ARTICLE VII - Meetings

Section 1: Quorum

At all meetings of the full Commission, the presence of a majority of the members shall constitute a quorum for all purposes. The affirmative vote of a majority of the members (i.e., four votes) shall be required for the approval of any matter.

Section 2: Public Input

The Commission shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Commission shall be permitted to be heard once for up to three minutes. Each agenda for regular meetings shall provide an opportunity for members of the public to directly address the Commission on items of interest to the public that are within the Commission's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business," except, at the presiding officer's discretion, Public Comment can be heard earlier in the agenda when a member of the public wants to speak but is unable to attend the entire meeting.

When it appears that an item may elicit considerable public comment, the presiding officer may, at his sole discretion, ask those who desire to speak to sign up on a sheet provided by the Commission Secretary. Speakers will be called for comment in the order in which they signed the sheet. Members of the public who do not elect to sign or do not wish to give their name, may give comment after those who did sign have had an opportunity to comment.

Except for the actions taken at lawful closed sessions, any action taken at other than a public meeting shall be void. Closed sessions may be held in accordance with applicable state statutes and ordinances of the Board of Supervisors.

Section 3: Meeting Minutes

Minutes shall be taken at every Commission meeting and shall comply with the provisions of the San Francisco Sunshine Ordinance. (*See* S.F. Admin. Code §67.16 (Minutes). Minutes of a meeting shall be approved, whenever practicable, at the next meeting of the body.

Section 4. Regular Meetings

Regular meetings of the Library Commission shall be held on the first Tuesday of each month and on the third Thursday of each month in the Koret Auditorium of the Main Library at 4:00 p.m. or at such other date, time, and/or place as the Commission may, by resolution or motion, designate. A change in the date, time, and/or place of Commission meetings shall not require an amendment of these Bylaws. Regular Meetings and/or Special Meetings may be held at other places, dates or times subject to the provision of appropriate notice.

Section 5: Closed Sessions

The Commission is authorized to hold closed (non-public) meetings for limited purposes, such as the discussion of matters posing a threat to the security of Library buildings or a threat to the public's right of access to Library buildings or services; consideration of the appointment, employment, evaluation of performance or dismissal of department head or

Commission secretary; or pending litigation. Upon consultation with the City Attorney, and determination that a closed session is both authorized and appropriate under the circumstances, the President of the Commission may call a closed session.

Section 6: Special Meetings

The President of the Commission may call special meetings to address specific matters.

ARTICLE VIII - Agenda Requirements

Section 1: Agenda Preparation

The agenda is prepared through the joint effort of the President, the City Librarian and the Commission Secretary. The Commission Secretary shall work with the Commission President to develop the agenda. The agenda shall consist of items requested by the President, the City Librarian or the Commission.

ARTICLE IX - Voting

Section 1: Voting and Abstention

Each member present at a Commission meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Commissioner has a conflict of interest which precludes participation in a vote is determined on a case by case basis, in consultation with the City Attorney.

Section 2: Voting by Proxy

Voting by proxy is prohibited.

ARTICLE X - Parliamentary Procedures

At the discretion of the Commission President, except where the Charter or other rules provide required procedure, meetings shall be governed by the most recent edition of Robert's Rules of Order.

ARTICLE XI - Bylaws Amendments

These bylaws may be amended at any meeting of the Library Commission by a majority vote of those present, provided such proposed amendment is circulated in writing at least ten (10) days prior to such meeting.

Amended 04/02/96
Correction 08/06/96
Amended 11/05/96
Amended 12/02/96
Amended 03/24/97
Amended 05/06/97
Amended 04/07/98
Amended 01/02/02
Amended 1/047/07
Richard Walsh, Acting Commission Secretary

LIBRARY COMMISSION ATTENDANCE POLICY
Approved 11/2/06

Introduction

In August 2006, the Board of Supervisors adopted Resolution 502-06, urging each City board, commission and advisory body to adopt an internal policy regarding members' attendance at meetings of the body and requesting each body to submit a copy of its policy to the Board of Supervisors by December 1, 2006. The Board of Supervisors resolution urges that such policy address "how and when members are to be excused from attending particular meetings" and "when the body is to report a member's excessive absenteeism to the appointing authority." On September 18, 2006 the Mayor issued a directive to Department Directors and Commission Secretaries urging them to incorporate specific baseline standards of commissioner attendance in their policies and procedures as appropriate. The appointing authority shall determine whether and how to take absences (whether notified or not) into account in making future decisions regarding member appointments or tenure.

Purpose

The following policy is designed to establish minimum attendance standards for appointed members of the Library Commission. To the extent that this policy is in conflict with existing bylaws, the Library Commission intends, upon appropriate notice, to amend its bylaws.

Attendance Requirements

Except in the event of a notified absence (defined below), each member of the Library Commission is expected to attend each regular or special meeting of the Library Commission. The Secretary of the Library Commission shall maintain a record of members' attendance.

Notified Absences

A member's absence shall constitute a "notified absence" [1] where the member, in advance of the meeting, informs the Secretary of the Library Commission or other person whom the Library Commission has designated that the member will be absent. An absence due to unforeseen circumstances such as illness or emergency shall also qualify as a notified absence where the member reports such absence to the Secretary of the Library Commission as soon as reasonably possible. The Secretary of the Library Commission shall record all "non-notified absences" [2] involving neither advance notice nor unforeseen circumstances.

Report to the Appointing Authority

The Secretary of the Library Commission shall report all instances of non-notified absences as well as any instance of three consecutive absences of a member from regular meetings in a fiscal year to the Mayor's Commission Liaison.

Annual Attendance Report

At the end of each fiscal year, the Secretary of the Library Commission shall submit a written report to the Mayor's Commission Liaison detailing each Library Commission member's attendance at all meetings of the Library Commission for that fiscal year.

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[1] An excused absence

[2] An unexcused absence

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City Librarian

Richard Walsh
Acting Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft minutes of the regular meeting of Thursday, January 4, 2007.

The San Francisco Public Library Commission held a regular meeting on Thursday, January 4, 2007, in the Koret Auditorium, Main Library.

The meeting was called to order at 4:34 PM by President Higueras who announced that agenda item #5: Branch Library Improvement Program (BLIP) Report would be postponed to a future meeting.

Commissioners present: Bautista, Chin, Coulter, Gomez, Higueras, and Munson. Commissioner Kane arrived at 4:36 PM.

AGENDA ITEM #1: PUBLIC COMMENT

Andrea Grimes, librarian and union steward, read a statement regarding the life and recent death of writer Tillie Olson and requested that this evening's meeting adjournment be made in her memory.

Tim Himes, co-chair of the Richmond District Libraries Campaign Committee, provided the commission with letters supporting full funding for Richmond Branch Library renovation, and described Richmond community involvement with the branch.

The anonymous citizen congratulated Congresswoman Nancy Pelosi, spoke in opposition to public/private partnerships in the library, drew parallels with Watergate and Vietnam, and speculated whether members of the Library Commission received gifts of liquor.

Barbara Berman, San Francisco writer and library advocate, urged the commission to make Richmond Branch renovation a top priority.

Ron Miguel, president of Planning Association for the Richmond, commented on soaring construction costs nationwide and recalled the community process for planning Richmond Branch renovation. He encouraged the commission to commit to implementing the full original plan when renovating Richmond Branch.

Sherrie Rosenberg provided a letter in support of Richmond Branch renovation and urged the Library Commission to minimize delays by allocating funds so that renovation can begin as soon as possible.

Ruth Maginnis, retired Richmond Branch librarian, explained the importance of the branch in the community and voiced support for fully funding its renovation.

Adam Berger, Richmond neighborhood resident, spoke in support of the branch's renovation.

Peter Warfield recalled Tillie Olson's library activism. He pointed out that Speaker of the House Nancy Pelosi was a former library commissioner, expressed concern that branch facilities with poor seismic-safety ratings have not been renovated, and requested an update on planning for adding Sunday open hours at branches.

President Higueras expressed gratitude to members of the Richmond community in attendance and to those who submitted letters, and he offered assurance that the commission is examining every option in hope of being able to deliver the full renovation as originally designed.

AGENDA ITEM #2: APROVAL OF THE MINUTES

The anonymous citizen inquired about placement of his citizens summaries in the minutes and noted that his summaries did not appear in the draft minutes, decried the lack of detail in the minutes, and offered examples of what he perceived to be their shortcomings.

Peter Warfield spoke in favor of including citizen summaries in the minutes and offered examples of what he perceived to be their shortcomings. He noted that he had characterized the recent ABC-7 report as an unfair slam against the library and that this comment was omitted from the minutes.

Commissioner Chin requested that her remarks in item #6 be clarified by removal of the words "and she suggested that commissioners limit themselves in their discussion and amending of minutes."

Deputy City Attorney Catherine Barnes pointed out that citizens summaries would appear in the commission's final minutes but need not be included in the draft minutes since the commission did not have authority to amend or remove them. She agreed to work with the secretary's office to resolve the issue of web posting.

Commissioner Coulter requested that Peter Warfield's comments regarding the ABC-7 news report be added to the minutes.

MOTION: by Commissioner Chin, seconded by Commissioner Bautista, to approve the minutes of the regular meeting of Thursday, December 7, 2006, as amended. Approved by the following vote: 7 – 0; Aye: Bautista, Chin, Coulter, Gomez, Higueras, Kane, and Munson.

AGENDA ITEM #3: CITY LIBRARIAN'S REPORT

City Librarian Luis Herrera welcomed Catherine King, curator in Exhibits and Programming, who presented an overview of the exhibit "If They Came for Me Today: The Japanese American Internment Project" scheduled to open in the Main Library on January 13. She pointed out that the San Francisco History Center has created a companion exhibit to run concurrently drawn directly from the library's collection, and that the library will feature a variety of related programs. Mr. Herrera commended the collaboration between the public schools and the library in presenting the exhibit.

Chief of Children's and Youth Services Toni Bernardi introduced librarian Margot Kavanagh who described the library's services for incarcerated youth.

Chief of Main Kathy Lawhun offered an update on renovations occurring in the Main Library as a result of recommendations made in the post-occupancy evaluation (POE). She reported on service reconfigurations necessitated by the construction work, and noted that updates will be posted on the library's web page, and that she will keep the commission informed as the project continues.

The city librarian expressed appreciation for Ms. Lawhun's leadership and for staff's efforts to ensure that public service will continue to be offered with minimum interruption despite the logistical challenges of operating during major construction work.

Mr. Herrera highlighted upcoming library exhibits and programs for adults and children.

The anonymous citizen offered comments on the library's performance measures and called attention to an article in the Bay Guardian regarding Sunday hours at the Public Library.

Peter Warfield urged that additional documentation be provided to the public regarding the POE projects, expressed concern that no performance measures dealt with bond status, and recounted concerns about Sunday open hours.

In response to questions from President Higueras, Mr. Herrera offered to seek additional ways to convey to the public information previously presented at commission meetings regarding POE projects.

Commissioners Chin and Bautista expressed appreciation for staff efforts at Juvenile Hall and encouraged even closer cooperation between the schools and library. Commissioner Gomez praised the work of Youth Speaks and WritersCorps.

The city librarian expressed his intention to coordinate the library's performance measures with the budget process, and indicated that he will bring a plan for additional Sunday hours to the commission at a future meeting.

AGENDA ITEM #4: FRIENDS OF THE LIBRARY REPORT

Marian Chatfield-Taylor expressed gratitude to individuals involved in the Richmond Branch renovation project. She reported on the Friends' bookstore at Fort Mason Center, the branch campaign, and offered a handout describing Poets Eleven.

The anonymous citizen stated that one of his goals for 2007 would be to expose the Friends, and he cautioned against corporate philanthropy.

Commissioners Bautista and Chin lauded the efforts of the Friends, and Commissioner Chin presented them with a personal contribution.

AGENDA ITEM #5: BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) REPORT

Continued to a future meeting

AGENDA ITEM #6: AMENDMENT TO COMMISSION BYLAWS

Commissioner Coulter departed the meeting at 6:09 PM.

Acting Secretary Richard Walsh reviewed the proposed amendment to the bylaws that had been continued from the previous meeting.

The anonymous citizen questioned whether the proposed amendment would achieve the mayor's goal for meeting attendance and suggested that it be rewritten.

Peter Warfield surmised that the proposed amendment would permit commissioners to accumulate excessive numbers of excused absences, and he pressed for creation of a public document that would detail commissioners' attendance at meetings.

Commissioner Munson countered that he found the amendment to be sufficient, and President Higueras agreed that it satisfied the mayor's request.

In response to a question from Commissioner Bautista regarding meeting days, Deputy City Catherine Barnes pointed out that Section 4 in Article VII of the bylaws states: "A change in the date, time, and/or place of Commission meetings shall not require an amendment of these Bylaws."

MOTION: by Commissioner Munson, seconded by Commissioner Gomez, to amend Library Commission Bylaws, Article III, Section 6 to conform to the Attendance Policy adopted at the Library Commission meeting held on November 16, 2006. Approved by the following vote: 6 – 0; Aye: Bautista, Chin, Gomez, Higueras, Kane, and Munson.

AGENDA ITEM #6: ELECTION OF COMMISSION OFFICERS FOR 2007

MOTION: by Commissioner Munson, seconded by Commissioner Kane, that President Higueras be nominated as president.

MOTION: by Commissioner Chin, seconded by Commissioner Kane, that Vice President Coulter be nominated as vice president.

The anonymous citizen congratulated the nominees.

Peter Warfield inquired whether the officers would report commissioners' absences to the mayor's office.

President Higueras recalled that he was approaching his 12th year on the Library Commission, and he expressed gratitude to the other commissioners for their support and service to the Public Library.

MOTION: by Commissioner Munson, seconded by Commissioner Kane, that President Higueras be reelected as president and that Vice President Coulter be reelected as vice president. Approved by the following vote: 6 – 0; Aye: Bautista, Chin, Gomez, Higueras, Kane, and Munson.

AGENDA ITEM #8: LABOR UNION REPORT

Melissa Riley, representing the library's labor unions, encouraged everyone present to read a section of Tillie Olson's writing aloud to reacquaint themselves with the author's significant and gracious legacy both as an artist and activist.

AGENDA ITEM #9: NEW BUSINESS

Commissioner Bautista proposed that the commission calendar a resolution commending Nancy Pelosi upon being selected as speaker of the House of Representatives.

President Higueras proposed future discussion of creating two committees to replace the second full-commission meeting each month, one to focus on the bond and physical plant, and the second to deal with matters of policy, planning, and finance.

Commissioner Munson proposed that the commission consider the library's performance measures on a quarterly basis.

Commissioner Bautista proposed that the commission consider security measures and exterior lighting at the Main Library, and the city librarian stated that the perimeter lighting is on track for this year and that he would make a report at a future meeting.

The anonymous citizen urged the commission to regularly review the library's performance measures, and he spoke in support of returning to a committee structure.

Peter Warfield requested that the commission acknowledge the anonymous speaker's institutional knowledge in any future commendation of Speaker Pelosi, and he voiced support for the Library Commission returning to a committee structure. Mr. Warfield urged continued discussion and clarification of the library's performance measures as suggested by Commissioner Munson.

AGENDA ITEM #10: ADJOURNMENT

The anonymous citizen recalled Tillie Olson's past attendance at Library Commission meetings and her generosity towards him.

Peter Warfield expressed support for the commission adjourning in memory of Tillie Olson, and he recounted her efforts in preserving the card catalog.

MOTION: by Commissioner Bautista, seconded by Commissioner Chin, that the regular January 4, 2007, meeting of the San Francisco Public Library Commission be adjourned in memory of Tillie Olson. Approved by the following vote: 6 – 0; Aye: Bautista, Chin, Gomez, Higueras, Kane, and Munson.

The meeting adjourned at 6:44 PM.

Richard Walsh
Acting Secretary
January 8, 2007

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, January 4, 2007
(As amended and approved at the regular meeting of February 1, 2007)

The San Francisco Public Library Commission held a regular meeting on Thursday, January 4, 2007, in the Koret Auditorium, Main Library.

The meeting was called to order at 4:34 PM by President Higueras who announced that agenda item #5: Branch Library Improvement Program (BLIP) Report would be postponed to a future meeting.

Commissioners present: Bautista, Chin, Coulter, Gomez, Higueras, and Munson. Commissioner Kane arrived at 4:36 PM.

AGENDA ITEM #1: PUBLIC COMMENT

Andrea Grimes, librarian and union steward, read a statement regarding the life and recent death of writer Tillie Olson and requested that this evening's meeting adjournment be made in her memory.

Tim Himes, co-chair of the Richmond District Libraries Campaign Committee, provided the commission with letters supporting full funding for Richmond Branch Library renovation, and described Richmond community involvement with the branch.

The anonymous citizen pointed out that Speaker of the House Nancy Pelosi was a former library commissioner, spoke in opposition to public/private partnerships in the library, drew parallels with Watergate and Vietnam, and speculated whether members of the Library Commission received gifts of liquor.

Barbara Berman, San Francisco writer and library advocate, urged the commission to make Richmond Branch renovation a top priority.

Ron Miguel, president of Planning Association for the Richmond, commented on soaring construction costs nationwide and recalled the community process for planning Richmond Branch renovation. He encouraged the commission to commit to implementing the full original plan when renovating Richmond Branch.

Sherrie Rosenberg provided a letter in support of Richmond Branch renovation and urged the Library Commission to minimize delays by allocating funds so that renovation can begin as soon as possible.

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President Higueras expressed gratitude to members of the Richmond community in attendance and to those who submitted letters, and he offered assurance that the commission is examining every option in hope of being able to deliver the full renovation as originally designed.

AGENDA ITEM #2: APROVAL OF THE MINUTES

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Deputy City Attorney Catherine Barnes pointed out that citizens summaries would appear in the commission's final minutes but need not be included in the draft minutes since the commission did not have authority to amend or remove them. She agreed to work with the secretary's office to resolve the issue of web posting.

Commissioner Coulter requested that Peter Warfield's comments regarding the ABC-7 news report be added to the minutes.

MOTION: by Commissioner Chin, seconded by Commissioner Bautista, to approve the minutes of the regular meeting of Thursday, December 7, 2006, as amended. Approved by the following vote: 7 – 0; Aye: Bautista, Chin, Coulter, Gomez, Higueras, Kane, and Munson.

AGENDA ITEM #3: CITY LIBRARIAN'S REPORT

City Librarian Luis Herrera welcomed Catherine King, curator in Exhibits and Programming, who presented an overview of the exhibit "If They Came for Me Today: The Japanese American Internment Project" scheduled to open in the Main Library on January 13. She pointed out that the San Francisco History Center has created a companion exhibit to run concurrently drawn directly from the library's collection, and that the library will feature a variety of related programs. Mr. Herrera commended the collaboration between the public schools and the library in presenting the exhibit.

Chief of Children's and Youth Services Toni Bernardi introduced librarian Margot Kavanagh who described the library's services for incarcerated youth.

Chief of Main Kathy Lawhun offered an update on renovations occurring in the Main Library as a result of recommendations made in the post-occupancy evaluation (POE). She reported on service reconfigurations necessitated by the construction work, and noted that updates will be posted on the library's web page, and that she will keep the commission informed as the project continues.

The city librarian expressed appreciation for Ms. Lawhun's leadership and for staff's efforts to ensure that public service will continue to be offered with minimum interruption despite the logistical challenges of operating during major construction work.

Mr. Herrera highlighted upcoming library exhibits and programs for adults and children.

The anonymous citizen offered comments on the library's performance measures and called attention to an article in the Bay Guardian regarding Sunday hours at the Public Library.

Peter Warfield urged that additional documentation be provided to the public regarding the POE projects, expressed concern that no performance measures dealt with bond status, and recounted concerns about Sunday open hours.

In response to questions from President Higueras, Mr. Herrera offered to seek additional ways to convey to the public information previously presented at commission meetings regarding POE projects.

Commissioners Chin and Bautista expressed appreciation for staff efforts at Juvenile Hall and encouraged even closer cooperation between the schools and library. Commissioner Gomez praised the work of Youth Speaks and WritersCorps.

The city librarian expressed his intention to coordinate the library's performance measures with the budget process, and indicated that he will bring a plan for additional Sunday hours to the commission at a future meeting.

AGENDA ITEM #4: FRIENDS OF THE LIBRARY REPORT

Marian Chatfield-Taylor expressed gratitude to individuals involved in the Richmond Branch renovation project. She reported on the Friends' bookstore at Fort Mason Center, the branch campaign, and offered a handout describing Poets Eleven.

The anonymous citizen stated that one of his goals for 2007 would be to expose the Friends, and he cautioned against corporate philanthropy.

Commissioners Bautista and Chin lauded the efforts of the Friends, and Commissioner Chin presented them with a personal contribution.

AGENDA ITEM #5: BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) REPORT

Continued to a future meeting

AGENDA ITEM #6: AMENDMENT TO COMMISSION BYLAWS

Commissioner Coulter departed the meeting at 6:09 PM.

Acting Secretary Richard Walsh reviewed the proposed amendment to the bylaws that had been continued from the previous meeting.

The anonymous citizen questioned whether the proposed amendment would achieve the mayor's goal for meeting attendance and suggested that it be rewritten.

Peter Warfield surmised that the proposed amendment would permit commissioners to accumulate excessive numbers of excused absences, and he pressed for creation of a public document that would detail commissioners' attendance at meetings.

Commissioner Munson countered that he found the amendment to be sufficient, and President Higueras agreed that it satisfied the mayor's request.

In response to a question from Commissioner Bautista regarding meeting days, Deputy City Catherine Barnes pointed out that Section 4 in Article VII of the bylaws states: "A change in the date, time, and/or place of Commission meetings shall not require an amendment of these Bylaws."

MOTION: by Commissioner Munson, seconded by Commissioner Gomez, to amend Library Commission Bylaws, Article III, Section 6 to conform to the Attendance Policy adopted at the Library Commission meeting held on November 16, 2006. Approved by the following vote: 6 – 0; Aye: Bautista, Chin, Gomez, Higueras, Kane, and Munson.

AGENDA ITEM #6: ELECTION OF COMMISSION OFFICERS FOR 2007

MOTION: by Commissioner Munson, seconded by Commissioner Kane, that President Higueras be nominated as president.

MOTION: by Commissioner Chin, seconded by Commissioner Kane, that Vice President Coulter be nominated as vice president.

The anonymous citizen congratulated the nominees.

Peter Warfield inquired whether the officers would report commissioners' absences to the mayor's office.

President Higueras recalled that he was approaching his 12th year on the Library Commission, and he expressed gratitude to the other commissioners for their support and service to the Public Library.

MOTION: by Commissioner Munson, seconded by Commissioner Kane, that President Higueras be reelected as president and that Vice President Coulter be reelected as vice president. Approved by the following vote: 6 – 0; Aye: Bautista, Chin, Gomez, Higueras, Kane, and Munson.

AGENDA ITEM #8: LABOR UNION REPORT

Melissa Riley, representing the library's labor unions, encouraged everyone present to read a section of Tillie Olson's writing aloud to reacquaint themselves with the author's significant and gracious legacy both as an artist and activist.

AGENDA ITEM #9: NEW BUSINESS

Commissioner Bautista proposed that the commission calendar a resolution commending Nancy Pelosi upon being selected as speaker of the House of Representatives.

President Higueras proposed future discussion of creating two committees to replace the second full-commission meeting each month, one to focus on the bond and physical plant, and the second to deal with matters of policy, planning, and finance.

Commissioner Munson proposed that the commission consider the library's performance measures on a quarterly basis.

Commissioner Bautista proposed that the commission consider security measures and exterior lighting at the Main Library, and the city librarian stated that the perimeter lighting is on track for this year and that he would make a report at a future meeting.

The anonymous citizen urged the commission to regularly review the library's performance measures, and he spoke in support of returning to a committee structure.

Peter Warfield requested that the commission acknowledge the anonymous speaker's institutional knowledge in any future commendation of Speaker Pelosi, and he voiced support for the Library Commission returning to a committee structure. Mr. Warfield urged continued discussion and clarification of the library's performance measures as suggested by Commissioner Munson.

AGENDA ITEM #10: ADJOURNMENT

The anonymous citizen recalled Tillie Olson's past attendance at Library Commission meetings and her generosity towards him.

Peter Warfield expressed support for the commission adjourning in memory of Tillie Olson, and he recounted her efforts in preserving the card catalog.

MOTION: by Commissioner Bautista, seconded by Commissioner Chin, that the regular January 4, 2007, meeting of the San Francisco Public Library Commission be adjourned in memory of Tillie Olson. Approved by the following vote: 6 – 0; Aye: Bautista, Chin, Gomez, Higueras, Kane, and Munson.

The meeting adjourned at 6:44 PM.

Richard Walsh
Acting Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 4, 2007

Item 1:
Public Comment

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

This is January 4, 2007, and we now have a former San Francisco Library Commissioner second in line of succession to the presidency of the United States. It may represent other firsts as well.

What about the case of Jim Beam from the Public Comment Fund?

This may be the year when the citizens of San Francisco finally understand that a public library needs to be truly public and that being run by a public-private partnership is unclear on the concept.

This is the year Ms. Hildreth would move to Tucson to get away from.

For bureaucracies, accountability is more loathed than the sins themselves. Watergate and Vietnam taught us that.

This library spent six months demanding an audit and a post-occupancy evaluation and the subsequent period insuring that the accountability never happens again."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 4, 2007

Item 2:
Approval of the Minutes – December 7, 2006

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

Just over a week ago I delivered to the Secretary, citizen summaries what according to the Sunshine Ordinance are supposed to be "included" in the minutes.

Copies distributed by mail, at the meeting and to the commissioners did not include my summaries in any sense of that term.

The secretary has not responded to my request for a definition of the term.

Your city attorney will tell you that a federal code, 42 U.S.C. 9501, that gives a right to a reasonable explanation does not apply here, but following the purpose of the law, it should apply everywhere. One wonders how you can approve these minutes.

For example, the "opposition to the Friends" was instead opposition to the Commissioner policy that sitting in the chairs the Friends had paid for criticism was inappropriate."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 4, 2007

Item 3:
City Librarian's Report

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

I appreciate Commissioner Bautista's candor. At least she is honest [saying that summaries should not be included].

Graphic presentations from the public, as from the staff, would be nice.

The Board of Supervisors held a hearing on the Public Library's performance measures, along with other departments. The City Librarian was wise enough not to say that a future performance measure would be, number of citizens removed in handcuffs. The supervisors asked that the Controller follow up regarding perceived deficiencies in the measures.

There was a major article in the Bay Guardian regarding the failure to provide Sunday hours. I was shocked that it was not provided to you by your staff. Supervisor Mirkarimi also expressed his frustration regarding the lack of Sunday hours and called it unequal."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 4, 2007

Item 4:
Friends of the Library Report

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

You may remember that last year the Friends & Foundation had a poster describing the extent to which they undercut private bookstores. Perhaps it was removed because I used it in one of my presentations to the Board of Supervisors. In any case, it is no longer there.

One of my goals for 2007 is to expose the Friends & Foundation to such an extent that even Ellen Egbert will be ashamed to give them money. But, Ms. Egbert's program is that she will give them money no matter what.

Across society people are starting to understand that corporate gifts inherently, in every sector of our society, are an infection. Public goals are undermined by corporate gifts. That awareness will feed an awareness of the Friends & Foundation."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 4, 2007

Item 6:
Amendment to Commission Bylaws

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

This does reflect your prior resolution and has been announced correctly. The only thing to screw up is the date and true to form, you have screwed that up.

But, is this the policy you want to have? The Mayor has a goal of 100% attendance or at least 90% attendance. This policy reflect a goal of 33%. The city attorney states that has been signed off on by the Mayor, but it is not indicative of his public expression.

I think it should be amended to reflect that publicly disclosed standard."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 4, 2007

Item 7:
Election of Commission Officers for 2007

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

People who are willing to serve should be congratulated in all circumstances.

So, I congratulate you. Thanks very much."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 4, 2007

Item 9:
New Business

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

I didn't hear what Commissioner Chin said. I assume she does not want to hear what she does not want to hear.

With regard to performance measures, I should say that the reason Mr. Herrera thinks the discussion was positive is because he left when his part was over and didn't hear the rest of the discussion.

Performance measures are of the essence of the library and should be reviewed, at least quarterly.

I was in favor of a committee structure the last time we had a committee structure, because it allowed a more intense scrutiny of issues. If we consider the Commission now, it requires a commitment of attendance that I don't see. But in an ideal world, it allows a level of detail regarding some of these issues."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 4, 2007

Item 10:
Adjournment

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

Tillie Olsen did attend commission meetings during the intense period of discussions regarding the book dumping scandal and the controversy over the card catalog.

As a lover of the old building, she recited from memory the phrase over the old building, 'May this structure throned on imperishable books, be maintained and cherished from generation for the improvement and delight of mankind.'

This had the effect of wilting the Commission a bit because of her intensity and obvious sincerity.

This will get a laugh and it shouldn't: I overheard her once being told terrible things about this person 'Mr. Chaffee.' When she later inscribed a book to me, she used another name because she could not reconcile what she had heard. This was a despicable thing to do to a sweet old lady."

JAPANESE AMERICAN INTERNMENT PROJECT

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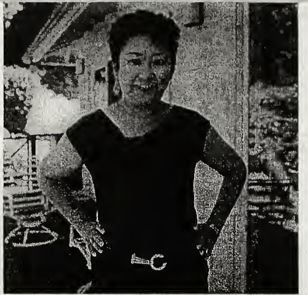
If they came for me today. . .

January 13 – March 18, 2007

Skylight Gallery, Main Library



Dianne Fukami

Documentary Filmmaker, Producer

In my work, I try to keep the memories and stories alive. Not just for my generation, but for future generations who don't know anything about the Japanese American experience. Hopefully, people will learn from it.

Dianne Fukami was born in 1956 in San Francisco, California. During World War II, her mother's family was sent to Gila River in Arizona, and to Tule Lake in California. Her father's family was first sent to the Tanforan Race Track and then to Topaz, Utah. Fukami said, "Unlike many families, my parents were very open about it. Their youth shielded them a little bit from some of the ugliness."

Fukami said that her parents' experience in the camps was "the fabric of our family history." As a young child, the experience was "just one more family story." As an adult, however, Fukami grew angry. She said, "The internment makes me outraged to the point of militancy, and I'm not much of an activist or militant."

Fukami feels particularly upset by what her grandparents' generation went through. She said, "It breaks my heart, what people have endured — especially my grandparents' generation — the immigrants who suffered so much and didn't really live long enough to experience the fruits."

Fukami said that after the war, her parents felt the sting of discrimination for a long time and chose not to give her a middle name for fear that a Japanese middle name would be an extra handicap. Fukami's parents placed a strong emphasis on school and education and Fukami grew up feeling that she had to be smarter and better than everybody else. She said, "It was a strange mix of inferiority and superiority. We felt we had to prove ourselves to Caucasians, but our parents made us really proud of being Japanese American." Fukami felt a great pride at being Japanese American as well as "a cognizance that I don't look like a conventional American." She said, "When people see me, they see me as Japanese. It's really shaped who I am and how I present myself."

Fukami attended George Washington High School in San Francisco and then the University of California at Berkeley, where she studied journalism. After college, she worked for KPIX TV, Channel 5, in the news department. She stayed there for 15 years and became Assistant News Director. At one point, Fukami was the highest-ranking Asian TV Newsroom Executive in the country outside of Hawaii. In 1991, Fukami left KPIX to work on her own projects and to start her own business, Bridge Media. Bridge Media does production and consulting in broadcasting, radio, print, and the web.

Fukami's many works include: *Piecing Memories; Starting Over: Japanese Americans After the War; Tanforan: Race Track to Assembly Center;* and *Asian Treasure Bag of Folktales.* She was nominated for a National EMMY for television, and was awarded the Northern California EMMY for best documentary.

Fukami serves on the board of the Japanese Community and Cultural Center of Northern California (JCCCNC) and the board of the Asian Community Mental Health Services in the East Bay. She lives with her husband and two daughters in Oakland, California.

JAPANESE
AMERICAN
INTERNMENT
PROJECT

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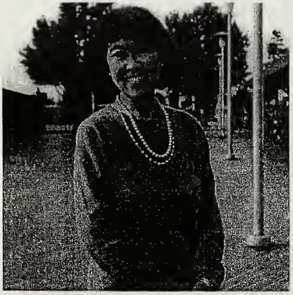
If they came for me today...

Philip Kan Gotanda

Sato Hashizume

Ernie & Chizu Iiyama



Mary Masamitsu

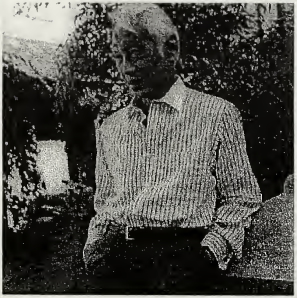
Ginger Masuoka

Janice Mirikitani

Esther Oda

Ruth Okimoto

Emiko Omori



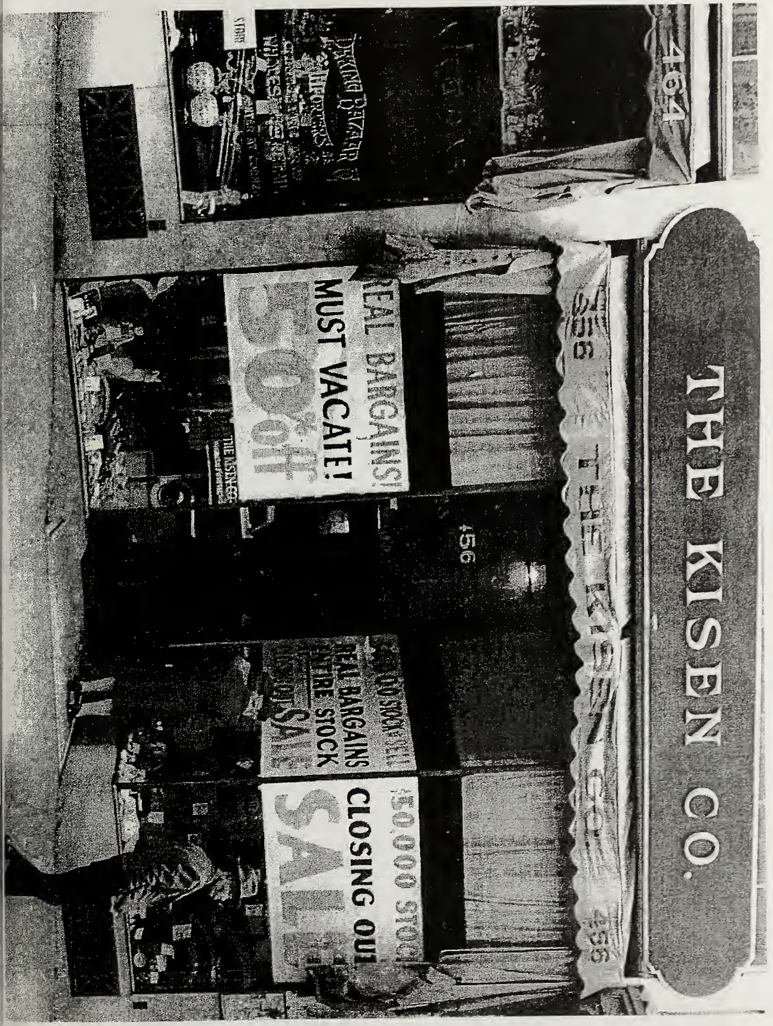
Toru Saito

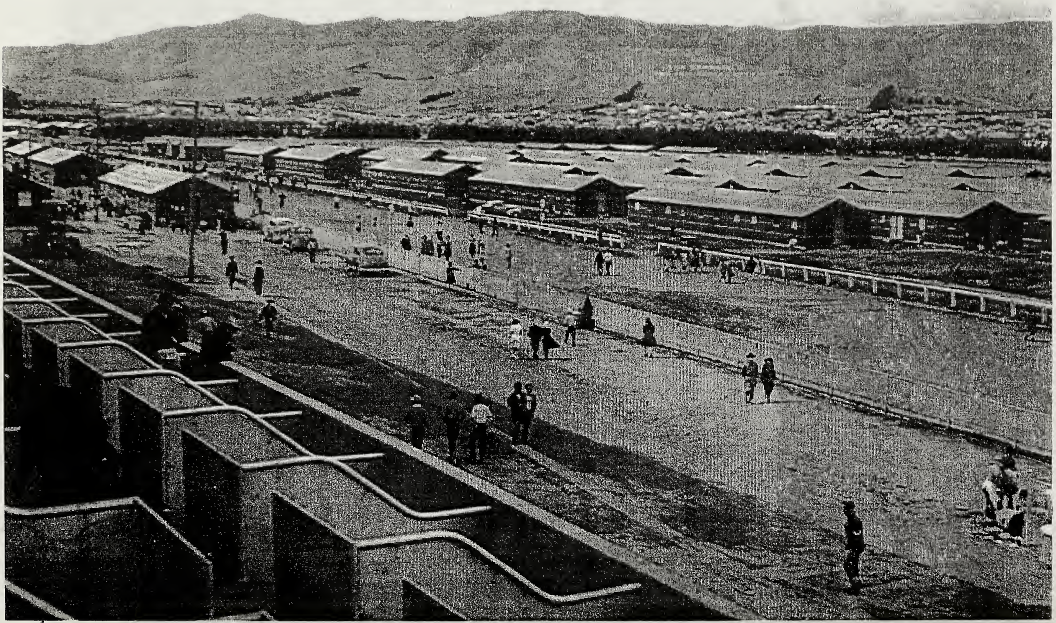
Morgan Yamanaka

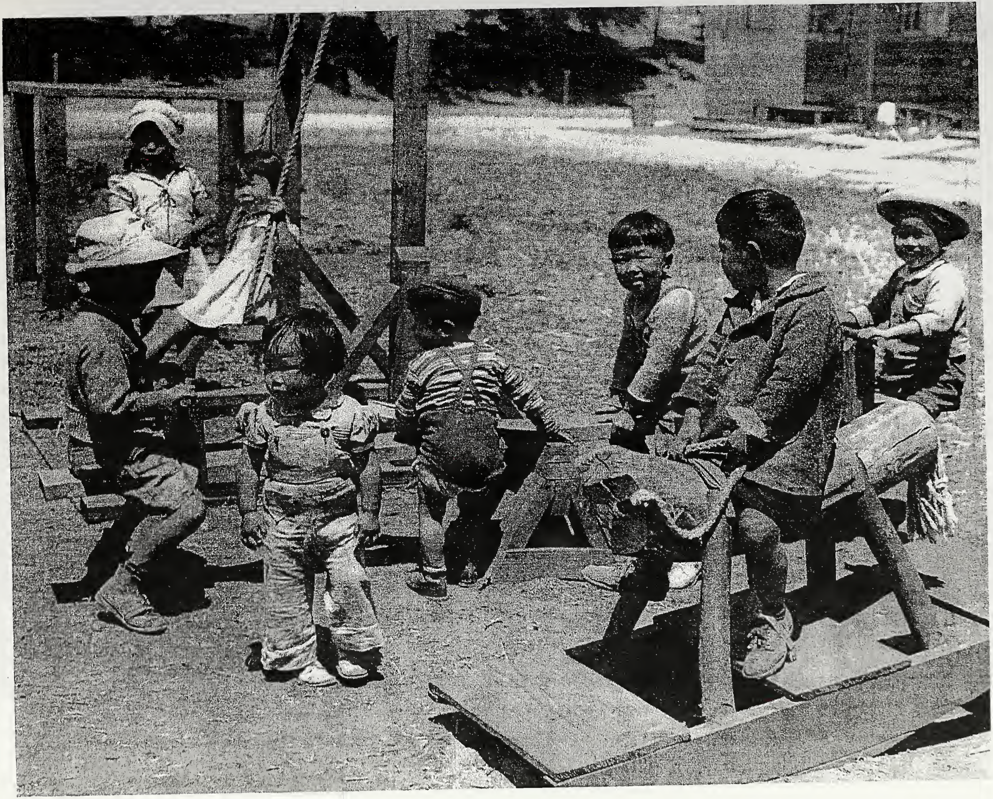
George Yoshida

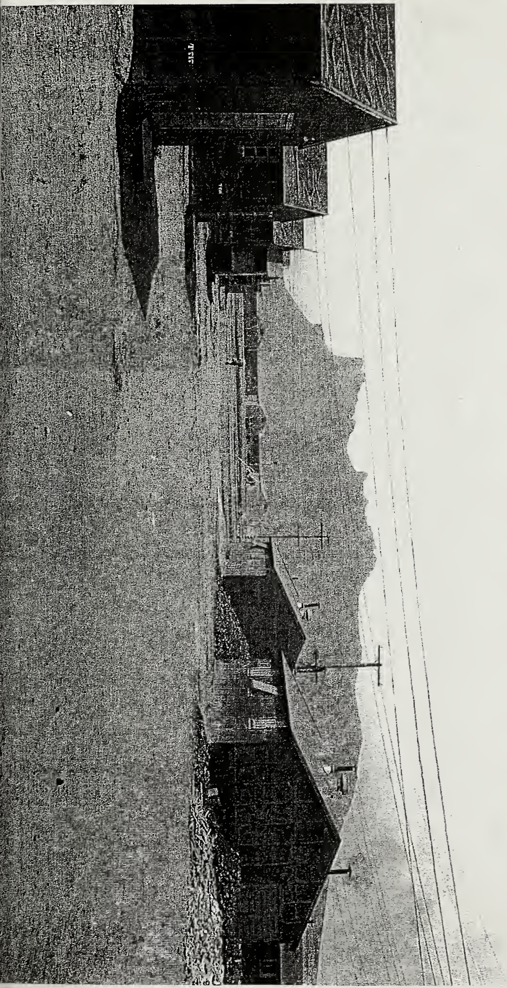
Relocation and Resiliency:
Japanese American Internment in California

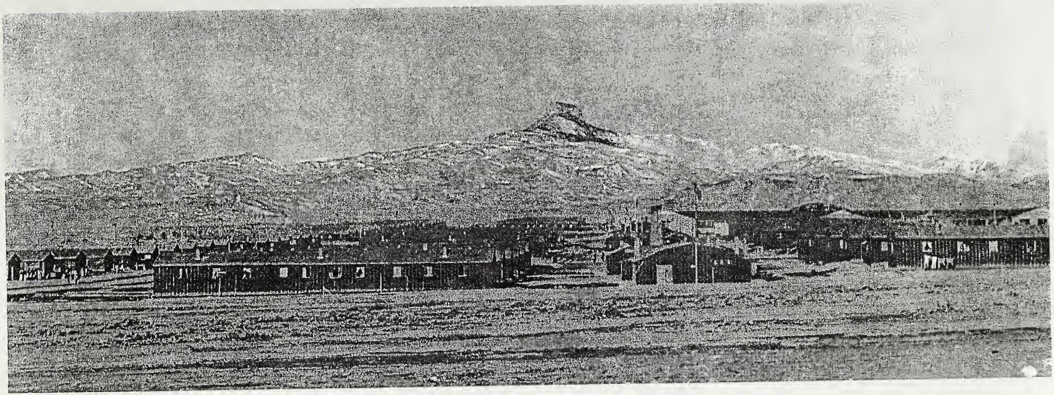
January 13 – March 18, 2007
San Francisco History Center, Main Library


THE KISEN CO.
464
456
REAL BARGAINS!
MUST VACATE!
50% off
REAL BARGAINS
ENTIRE STOCK
$50,000 STOCK
CLOSING OUT
SAL
PEKING BAZAAR CO.
IMPORTERS
WHOLESALE









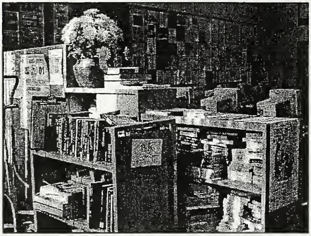
Saturday, January 20, 2007
OPENING PROGRAM
Speakers: Public Defender Jeff Adachi, Playwright Philip Kan Gotanda
& Poet Janice Mirikitani
Swing Music of the Camp Era: George Yamasaki & Stuart Yasaki
Main Library, Koret Auditorium, 2 – 3pm

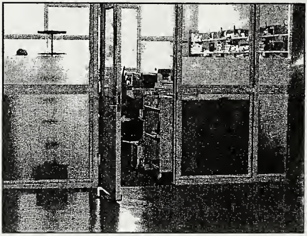
Thursday, February 8, 2007
If They Came For Me Today:
Art and Literature from the Japanese American Internment
Moderator: Nicole Sawaya
Speakers: Jeanne Wakatsuki Houston, Kimi Kodani Hill,
George Yoshida & Delphine Hirasuna
Main Library, Koret Auditorium, 6 – 7:30pm

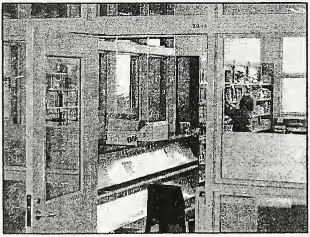
Wednesday, March 7, 2007
Hiroshi Kashiwagi author of *Swimming in the American:*
A Memoir and Selected Writings
Main Library, Latino Hispanic Community Room, 6:30 – 7:30pm

Juvenile Hall Library

SFPL New Facilities







Population Served

- Incarcerated youth
- Ethnicity: African-American 80%, Latino 10%, Asian 5%, White 5%
- Gender: Girls 20% - Boys 80%
- Average reading level on entry: 3rd-4th Grade

Collection

- Magazines
- Comics
- Graphic Novels
- FAST
- Teen
- African-American, Latino, Asian
- Career Education
- Spanish language collection

- Special Programs
  - Performances
  - Book Discussion Group
  - Author Visits
- Usage
  - Average resident reads over 5-6 books per week
  - Occupancy averages 110 (500-600 weekly)
  - Annual: 31,500 circulation among at-risk youth

Program Partners

- SFJPD - Juvenile Hall & Log Cabin Ranch
- SFUSD - Woodside Learning Center
- CityYouthNow – Volunteer Auxilian
- Volunteers – Recruited from internet and personal contacts

News Release

For Immediate Release: December 15, 2006
Contact: Sherri Eng (415) 557-4282 seng@sfpl.org

Main Library's First Floor to Receive Facelift

Renovation will put more books into circulation, improve customer service area

The first floor of the Main Library will undergo a major renovation starting Jan. 2. The eight-month-long project, which will be completed in two phases, will make more books available to patrons, improve customer service and enhance the overall visitor experience at the Main.

First-phase improvements include: a new multi-function Borrower Services desk that can handle everything from check-out to fine payments to library card issuance; an automated sorting system for faster processing of materials; renovated restrooms; enhancements to the building's plumbing, heating, ventilation, electrical and mechanical systems; and new flooring.

During the first phase of construction, the Borrower Services area will be demolished and temporarily relocated to an area just behind the Holds shelves. The Audiovisual Center will be temporarily relocated to the Steve Silver Beach Blanket Babylon Room on the fourth floor. The listening and viewing stations will be discontinued and the collection of videos, DVDs, CDs, and audiobooks will be reduced during construction. New self-check equipment will be installed mid-January throughout the building, as well as on the first floor.

The second phase, which begins in June, will include the relocation of all fiction and genre fiction (mysteries, science fiction and westerns) from the third to first floor. The First Stop browsing area on the first floor will be permanently removed and all fiction and genre fiction will be housed in new and existing space on the first floor. Genre fiction will be housed in space previously used by the Technical Services department, while general fiction will be located in the area currently occupied by First Stop. Technical Services moved to 190 Ninth Street in May 2005. The new, larger combined area will make three times as many materials readily available to patrons. Previously, these materials were housed in closed stacks due to space limitations. Other improvements include the installation of a new Information Services desk, more computers, and new seating and floor covering.

San Francisco-based FineLine Construction has been selected to oversee the project.

The Main Library will remain open during all phases of construction and most services will continue.

The renovation is the result of recommendations from the 2000 Main Library Post Occupancy Evaluation (POE) report, the Library's management team, the City's Bureau of Architecture and the Main's first floor library staff. The new Main Library opened in 1996.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION BYLAWS

ARTICLE I - Identification

Section 1: Name

The San Francisco Public Library Commission.

Section 2: Office

The San Francisco Public Library system is comprised of the Main located in the Civic Center, San Francisco, CA 94102 and branch libraries located throughout the City and County of San Francisco.

Section 3: Compliance with applicable laws

The Commission shall comply with all applicable laws, including but not limited to the San Francisco Charter, the Ralph M. Brown Act, the Public Records Act, San Francisco's Sunshine Ordinance and the Political Reform Act of 1974.

ARTICLE II - Mission Statement

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

ARTICLE III - Library Commission

Section 1: Number

The Library Commission is part of the executive branch of the government of the City and County of San Francisco. Seven Library Commissioners are appointed by and serve at the pleasure of the Mayor.

Section 2: Term of Appointment

Commissioners serve staggered terms of four years. In some instances, members are appointed to serve out the remainder of an unexpired term.

Section 3: Compensation

Unless the Board of Supervisors decides to enact an ordinance that provides for compensation of Commissioners in accordance with Section A8.400 of the San Francisco Charter, Commissioners shall serve without compensation. Commissioners, as officers of the City and County of San Francisco, shall be entitled to health benefits in accordance with Section A8.420 of the Charter.

Section 4: Oath of Public Office

Swearing to the Oath of Public Office constitutes the Commissioner's sworn responsibility to the public trust.

Section 5: Function

The Library Commission formulates, evaluates and approves goals, objectives, plans and programs and sets policies for the Library consistent with the overall objectives of the City and County; develops and keeps current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals; approves (after public hearing) Library budgets or any budget modifications or fund transfers requiring the approval of the Board of Supervisors; recommends to the Mayor rates, fees and similar charges with respect to Library items; nominates qualified applicants for the position of City Librarian for appointment by the Mayor; monitors the performance of the City Librarian who serves at the pleasure of the Commission; investigates any aspect of governmental operations within the Library; exercises other powers and duties prescribed by the Board of Supervisors; and appoints an executive secretary who serves at the pleasure of the Commission to manage the affairs and operations of the Commission.

The Commission shall evaluate the performance of the City Librarian and the Secretary to the Library Commission at least once a year.

Section 6: Excused Absences

Prior notification of absence from Commission meetings constitutes an excused absence. ~~If a Commissioner misses more than four regularly scheduled, consecutive Library Commission meetings whether the absence is excused for any reason other than illness or is unexcused, the Commission President shall notify the Commission and the Mayor of the Commissioner's lack of attendance.~~ **An absence due to unforeseen circumstances such as illness or emergency shall also qualify as an excused absence where the member reports such absence to the Commission Secretary as soon as reasonably possible. The Commission Secretary shall record all unexcused absences involving neither advance notice nor unforeseen circumstances.**

The Commission Secretary shall report all instances of unexcused absences as well as any of three consecutive absences of a member from regular meetings in a fiscal year to the Mayor's Commission Liaison and the Commission.

ARTICLE IV - Officers

Section 1: Officers

The Officers of the Commission are a President and a Vice-president. The President and Vice-president shall serve at the pleasure of the Commission.

Section 2: Term of office

The term of each office is one year.

Section 3: General Duties and Responsibilities

The President shall preside at all meetings of the Commission. The Commission Secretary working with the President and the City Librarian prepares the agenda for all meetings. The President serves as ex-officio member of other department/agency Committees as requested.

At the end of the fiscal year the President along with the City Librarian shall submit a written annual report to the members summarizing the activities and accomplishments of the Commission during the term of office and file such report with the Mayor and the Clerk of the Board of Supervisors.

In the absence of the President, the Vice-president shall act. The Vice-president shall perform such duties of the President as may be delegated by the President.

ARTICLE V - Commission Staff

Section 1: City Librarian

The City Librarian shall have the duties and powers which are set forth in the Charter and Ordinances of the City and County of San Francisco. As the Executive Director of the department, the City Librarian or a designee shall attend all meetings of the Commission and shall report to the Commission on all matters which concern the operation of the department and which may call for its attention.

The Commission shall deal with administrative matters solely through the City Librarian or his or her designees, and any dictation, suggestion or interference herein prohibited on the part of any member of the Commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the Commission's powers of hearing and inquiry as provided in the Charter.

Section 2: Commission Secretary

The Secretary or designee shall attend all meetings of the Commission and any Ad-Hoc Committee and is responsible for the proper recording and distribution of all Commission actions, correspondence, agendas, and other duties as may be assigned by the Commission, including: research, assisting Committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping library staff prepare for presentations before the Commission, and representing the Commission at public and political gatherings, as appropriate.

The Secretary shall also serve as the parliamentarian, maintaining a knowledge of adopted rules and procedures and also of the Commission's obligations under the laws and ordinances referenced in Article 1, Section 3 of this document, or other regulations which may apply to how the Commission conducts business.

ARTICLE VI - Committees

Section 1: Ad-Hoc Committee

The Commission at its discretion may establish an Ad-Hoc Committee to address issues within the Commission's jurisdiction. An Ad-Hoc Committee established to nominate commission officers may not consider one of its own members for nomination.

Section 2: Committee Quorum

A majority of the members of a committee is a quorum. A committee may act through the majority of the quorum.

ARTICLE VII - Meetings

Section 1: Quorum

At all meetings of the full Commission, the presence of a majority of the members shall constitute a quorum for all purposes. The affirmative vote of a majority of the members (i.e., four votes) shall be required for the approval of any matter.

Section 2: Public Input

The Commission shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Commission shall be permitted to be heard once for up to three minutes. Each agenda for regular meetings shall provide an opportunity for members of the public to directly address the Commission on items of interest to the public that are within the Commission's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business," except, at the presiding officer's discretion, Public Comment can be heard earlier in the agenda when a member of the public wants to speak but is unable to attend the entire meeting.

When it appears that an item may elicit considerable public comment, the presiding officer may, at his sole discretion, ask those who desire to speak to sign up on a sheet provided by the Commission Secretary. Speakers will be called for comment in the order in which they signed the sheet. Members of the public who do not elect to sign or do not wish to give their name, may give comment after those who did sign have had an opportunity to comment.

Except for the actions taken at lawful closed sessions, any action taken at other than a public meeting shall be void. Closed sessions may be held in accordance with applicable state statutes and ordinances of the Board of Supervisors.

Section 3: Meeting Minutes

Minutes shall be taken at every Commission meeting and shall comply with the provisions of the San Francisco Sunshine Ordinance. (*See* S.F. Admin. Code §67.16 (Minutes). Minutes of a meeting shall be approved, whenever practicable, at the next meeting of the body.

Section 4. Regular Meetings

Regular meetings of the Library Commission shall be held on the first Tuesday of each month and on the third Thursday of each month in the Koret Auditorium of the Main Library at 4:00 p.m. or at such other date, time, and/or place as the Commission may, by resolution or motion, designate. A change in the date, time, and/or place of Commission meetings shall not require an amendment of these Bylaws. Regular Meetings and/or Special Meetings may be held at other places, dates or times subject to the provision of appropriate notice.

Section 5: Closed Sessions

The Commission is authorized to hold closed (non-public) meetings for limited purposes, such as the discussion of matters posing a threat to the security of Library buildings or a threat to the public's right of access to Library buildings or services; consideration of the appointment, employment, evaluation of performance or dismissal of department head or

Commission secretary; or pending litigation. Upon consultation with the City Attorney, and determination that a closed session is both authorized and appropriate under the circumstances, the President of the Commission may call a closed session.

Section 6: Special Meetings

The President of the Commission may call special meetings to address specific matters.

ARTICLE VIII - Agenda Requirements

Section 1: Agenda Preparation

The agenda is prepared through the joint effort of the President, the City Librarian and the Commission Secretary. The Commission Secretary shall work with the Commission President to develop the agenda. The agenda shall consist of items requested by the President, the City Librarian or the Commission.

ARTICLE IX - Voting

Section 1: Voting and Abstention

Each member present at a Commission meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Commissioner has a conflict of interest which precludes participation in a vote is determined on a case by case basis, in consultation with the City Attorney.

Section 2: Voting by Proxy

Voting by proxy is prohibited.

ARTICLE X - Parliamentary Procedures

At the discretion of the Commission President, except where the Charter or other rules provide required procedure, meetings shall be governed by the most recent edition of Robert's Rules of Order.

ARTICLE XI - Bylaws Amendments

These bylaws may be amended at any meeting of the Library Commission by a majority vote of those present, provided such proposed amendment is circulated in writing at least ten (10) days prior to such meeting.

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE:	Thursday, January 18, 2007
TIME:	4:30 p.m.
PLACE:	Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES ACTION

Presentation, discussion, and possible action to approve the minutes of the regular Library Commission meeting of November 16, 2006.

Explanatory documents: draft minutes

3. BOND PROGRAM MANAGER'S REPORT DISCUSSION

(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond-program related activities and to make announcements.)

This report will consist of *an informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special report: none.*

Explanatory documents: current Budget Report and Branch Library Summary Schedules

4. SFPL 2007-08 PERFORMANCE MEASURES DRAFT DISCUSSION

Presentation and discussion of the Library's draft performance measures for 2007-2008.

5. ADJOURNMENT (requires motion and public comment) ACTION

Richard Walsh, Acting Secretary. 1/12/07

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b) & 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Adele Destro by mail to Interim Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 12/29/04

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Larry Kane
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Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft minutes of the regular meeting of Thursday, January 18, 2007

The San Francisco Public Library Commission held a regular meeting on Thursday, January 18, 2007, in the Koret Auditorium, Main Library.

Vice President Coulter called the meeting to order at 4:37 PM and announced that President Higueras was en route from Sacramento.

Commissioners present at roll call: Chin, Coulter, Gomez, and Munson. Commissioner Kane arrived at 4:43 PM and President Higueras arrived at 5:22 PM. Commissioner Bautista was excused.

AGENDA ITEM #1: PUBLIC COMMENT

The anonymous citizen commented on corporate culture, the national narrative, global warming, visionaries, and the shared resources designated as commons.

Betty Parshall, Visitacion Valley History Project, greeted the commission and pointed out that the Visitacion Valley community is looking forward to its new branch and is engaging in dialogue regarding possible uses of the old building.

Crezia Tano, Visitacion Valley Business Opportunities and Outreach to Merchants, requested that the library schedule a neighborhood meeting to review issues regarding the Visitacion Valley Branch project.

City Librarian Luis Herrera noted that meetings have occurred with various members of the community, and he agreed that a future meeting at large would be useful.

Peter Warfield spoke in opposition to requests by commissioners at previous meetings that public comments avoid repetition. He recalled unique instances of his own comments before the Library Commission and stated that his opinions on increased Sunday hours at branches were quoted at length in the Bay Guardian.

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AGENDA ITEM #2: APPROVAL OF THE MINUTES

The anonymous citizen announced that he had filed a complaint with the sunshine ordinance taskforce alleging 13 violations of the ordinance with respect to the minutes of the Library Commission. He expressed pleasure at the detail offered in the minutes of November 16, 2006, and cited two instances where he felt they could be improved.

Peter Warfield agreed that the increased level of detail in the minutes was welcome and offered clarifications to the summaries of his remarks. He reiterated his previous requests that documents to be considered at commission meetings be made available to the public and commissioners in advance.

MOTION: by Commissioner Gomez, seconded by Commissioner Chin, to approve the minutes of the regular meeting of Thursday, November 16, 2006, as circulated. Approved by the following vote: 5 – 0; Aye: Chin, Coulter, Gomez, Kane, and Munson.

AGENDA ITEM #3: BOND PROGRAM MANAGER'S REPORT

Marilyn Thompson, manager of the Bond Library Improvement Program, provided regular reports on program budget, schedule, and construction; active projects; and community outreach. She indicated that certain budgets assume an increase in funding due to escalation of projected costs, and that revised documents for Ingleside Branch were sent to the state this week after having been previously rejected due to omission of revisions.

The anonymous citizen expressed concern that the state initially rejected the construction documents for Ingleside Branch. He indicated that he perceived a discrepancy between the handouts and the oral report.

Peter Warfield expressed confusion regarding branch abbreviations in the handouts and inquired about budget transfers.

In response to questions from Commissioner Kane, the bond program manager explained that state funding for Ingleside Branch will not be affected by the earlier rejection of construction documents, and that she will report subsequently to the commission regarding Richmond Branch and the overall funding status for the library improvement program.

Commissioner Munson agreed that whenever possible it would be useful for documents to be available for review prior to commission meetings.

AGENDA ITEM #4: SFPL 2007-08 PERFORMANCE MEASURES DRAFT

Mr. Herrera briefly described events leading to the development of the library's draft 2007-08 performance measures, and Deputy City Librarian Jill Bourne provided a PowerPoint presentation.

The anonymous citizen summarized the controller's instructions to departments for preparing their performance measures and recalled that more thorough information was presented earlier by the library to the board of supervisors. He encouraged commissioners to review that underlying data.

Peter Warfield agreed with the anonymous citizen that the document submitted to the board of supervisors was more informative than the present document. He faulted the performance measures for not referencing Proposition E and issues such as materials acquisition, shelving, and monitoring and replacing lost materials.

Commissioner Coulter urged additional outreach efforts be included in the performance measures in order to ascertain the needs of people who do not currently use the Public Library. He criticized past labor practices and emphasized the need for meaningful performance reviews for employees. Commissioner Coulter voiced support for ensuring adequate planning for maintenance of library buildings.

The city librarian responded that the document remains a work in progress, and that he is committed to improving outreach to non-library users. He described staff-development training being provided to library supervisors to increase consistency in performance and service to patrons.

President Higueras agreed that the addition of benchmarks—either comparisons with similar library systems or goals recommended by the city librarian—would enhance the performance measures, provide additional context, and inform future planning. The commission president emphasized the importance of Commissioner Coulter's remarks regarding proactive maintenance of library buildings, and he anticipated that this commitment would be reflected in future budgeting.

The president requested that the Staff Development section be constructed to reflect the extent to which staff accesses training, the effectiveness of that training, and that the section articulate staffing goals and measurements—e.g., the number of employees with M.L.S. degrees in comparison to similar library systems; the efficacy of staffing levels and classifications—so that the document can provide guidance in evaluating current practice and future planning.

Commissioner Munson suggested that the performance goals include tracking asset usage and demand—such as the time public computers are in use and library-materials are in circulation—to assist in determining optimal levels and to guide allocation of resources.

Commissioner Chin urged that the performance measures be congruent with the library's strategic plan, and that the goals indicate areas that are particularly challenging, such as providing a safe environment for patrons in Civic Center, which can only be achieved through cooperation with other city agencies such as the police department and human services.

Commissioner Gomez lauded staff efforts in preparing the performance goals and measures, and Commissioner Kane agreed that comparisons with similar library systems would be helpful in measuring San Francisco Public Library. He requested that cleanliness of facilities be incorporated into the performance measures, as well as tracking partnerships with other institutions such as schools and community groups.

The city librarian expressed appreciation for the commission's guidance and interest in the ongoing development of the department's performance goals and measures. In response to questions from the chair, Mr. Herrera stated that the goals and performance measures would be submitted to the budget office by February 1, updated biannually, and be incorporated into the budget process.

AGENDA ITEM #5: ADJOURNMENT

MOTION: by Commissioner Kane, seconded by Commissioner Munson, to adjourn the regular meeting of January 18, 2007, of the San Francisco Public Library Commission. Approved by the following vote: 6 – 0; Aye: Chin, Coulter, Gomez, Higueras, Kane, and Munson.

The meeting adjourned at 6:01 PM.

Richard Walsh
Acting Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

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Gavin Newsom
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Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
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Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, January 18, 2007
(as approved at the regular meeting of February 15, 2007)

The San Francisco Public Library Commission held a regular meeting on Thursday, January 18, 2007, in the Koret Auditorium, Main Library.

Vice President Coulter called the meeting to order at 4:37 PM and announced that President Higueras was en route from Sacramento.

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AGENDA ITEM #5: ADJOURNMENT

MOTION: by Commissioner Kane, seconded by Commissioner Munson, to adjourn the regular meeting of January 18, 2007, of the San Francisco Public Library Commission. Approved by the following vote: 6 – 0; Aye: Chin, Coulter, Gomez, Higueras, Kane, and Munson.

The meeting adjourned at 6:01 PM.

Richard Walsh
Acting Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

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Rec'd Jan 29 2007
C.W.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 18, 2007

Item 1:
Public Comment

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

There have been advances in the society's institutional ethos. Our national narrative use to be the pioneer or cowboy taming the Wild West: Davey Crockett, the Lone Ranger, the Man Who Shot Liberty Valence.

Out of favor now, it made a short come back when technology was the new frontier and the visionary was going to lead us through that wilderness.

Part of the national consciousness, few could explain the Nash Equilibrium, part of game theory that basically explains that acting upon self-interest will lead to disaster because everyone will do the same.

People are capable of understanding global warming and the concept that if everyone buys the most powerful SUV, the result will be disaster.

Visionaries and those who call themselves 'good people' is a philosophy that is now over."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 18, 2007

Item 2:
Approval of the Minutes – November 16, 2006

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

I have filed a compliant with the Sunshine Ordinance Task Force detailing thirteen violations with respect to minutes.

My motivation is so that when Karl Rove takes over he can hit the ground running, a necessity to keep up with your past.

These minutes are from a meeting 63 days ago, and they seem like an anachronism. One example is the same length as the citizen summary. This wordiness leads to a level detail that ameliorates the distortions.

There will always be some misunderstandings but the level of detail here helps.

Under public comment, the point was that Mr. Coulter is now a veteran and in the opposite position.

The under approval of the minutes, an individual was portrayed as a supporter of the preschool when she was a critic."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 18, 2007

Item 3:
Bond Program Manager's Report

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

Wouldn't it be nice if the public had nice graphics like those from the presenters?

I regret that I missed the Hard Hat tour at Marina Branch. I am sure a good time was had by all.

It went by very quickly that the State has rejected our construction documents for some projects and more information should be provided.

I am particularly concerned that in Glen Park we have taken over some roof fixtures from the contractor. I wonder if that means that we are assuming a liability that belonged to the contractor."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 18, 2007

Item 4:
SFPL 2007-08 Performance Measures Draft

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

The inaugural report from the Assistant City Librarian was graciously given.

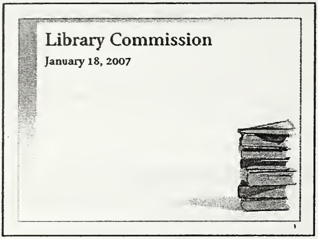
I regret that there were no explanatory documents.

The Controller's instruction were to provide measures in the areas of output, efficiency and benchmark. The materials that were provided to the Board of Supervisors included 21 pages of a report and 39 pages of detail.

There is almost nothing in the area of efficiency measures or benchmark measures. To the extent that they are output measures they are heavily weighted toward subjective measures, i.e., how people feel about what they are getting rather than whether they got what they wanted.

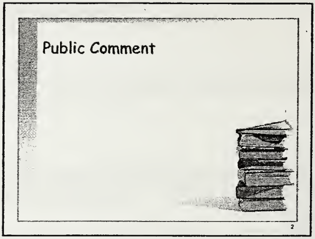
Emblematically, the City Librarian mis-spoke when he said at the Supervisors hearing that the Supervisors approve the Library Preservation Fund hours.

I hope you will look at the underlying data."

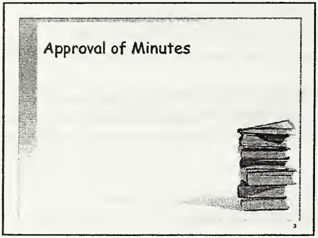


Library Commission

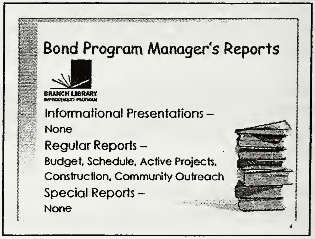
January 18, 2007



Public Comment



Approval of Minutes



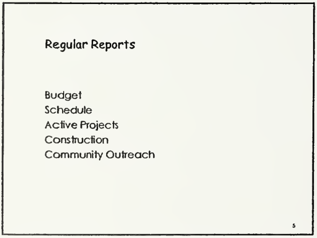
Bond Program Manager's Reports

BRANCH LIBRARY
IMPROVEMENT PROGRAM

Informational Presentations –
None

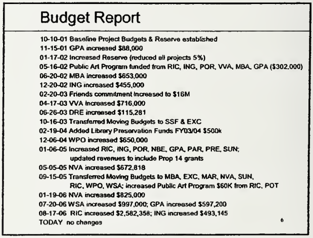
Regular Reports –
Budget, Schedule, Active Projects, Construction, Community Outreach

Special Reports –
None



Regular Reports

Budget
Schedule
Active Projects
Construction
Community Outreach



Budget Report

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06-20-02 MBA increased $653,000
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RIC, WPO, WSA; increased Public Art Program $60K from RIC, POT
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07-20-06 WSA increased $997,000; GPA increased $597,200
08-17-06 RIC increased $2,582,358; ING increased $493,145
TODAY no changes

Schedule Report

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02-03-05 Revised EVA to accommodate alternative proposal
05-05-05 Revised NVA for design revisions
03-16-06 Revised BHE to accommodate alternative proposal
TODAY no changes

Active Projects Reports
New Construction

- Glen Park
  - Shell: Property acquisition complete
  - Interior: Construction start 11/06
- Portola
  - Construction Document Phase - Budget, Schedule
  - Next- Advertise for bid
- Ingleside
  - Construction Document Phase – Schedule, Budget
  - Next- Respond to 95% CD submittal

Active Projects Reports
Renovations

- West Portal
  - Construction start 3/05
- Marina
  - Construction start 10/05
- Sunset
  - Construction start 11/05
- Presidio Retaining Wall
  - Construction start 04/06

Active Projects Reports
Renovations

- Noe Valley
  - Construction start 05/06
- Western Addition
  - Construction start 10/06
- Richmond
  - Bid Phase – bid rejected
  - Next – Negotiate

Active Projects Reports
Renovations

- Bernal Heights
  - Design Development Phase - Schedule
  - Next – 100% DD submittal
- Potrero
  - Construction Document Phase - Schedule
  - Next – Geotechnical report, estimate
- Eureka Valley
  - Design Development Phase - Schedule
  - Next – 100% DD submittal

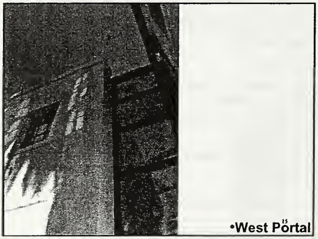
Construction Reports

- Presidio Retaining Wall
- Sunset
- West Portal
- Marina
- Glen Park
- Noe Valley
- Western Addition

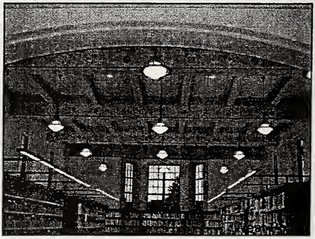
SAN FRANCISCO PUBLIC LIB
WEST PORTAL BRANCH

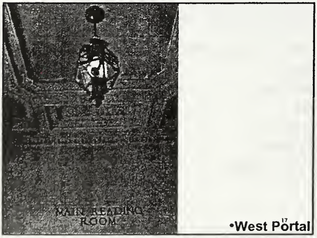
•West Portal

CHECKOUT & RETURN

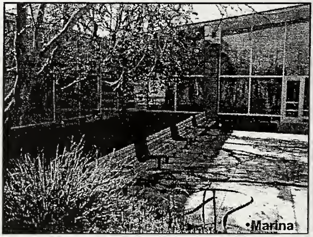


•West Portal

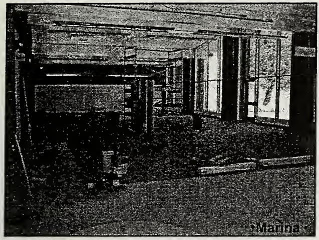


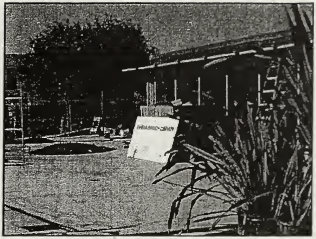

MAIN READING
ROOM

•West Portal

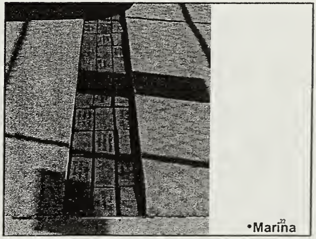


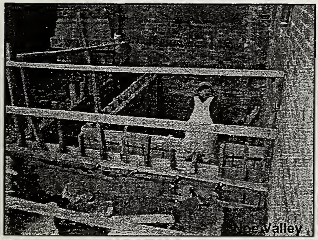
•Marina

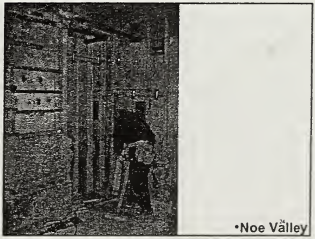

•Marina

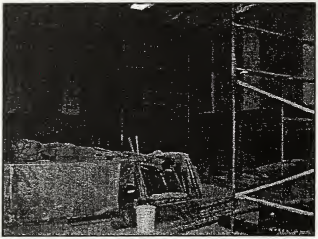


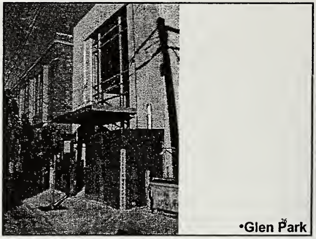
LIBRARY MARINA
•Marina


•Marina

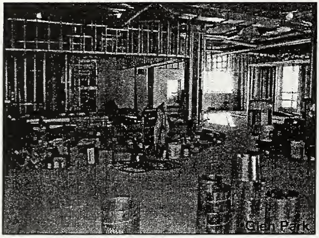

•Noe Valley


•Noe Valley



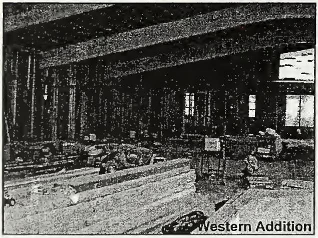


•Glen Park

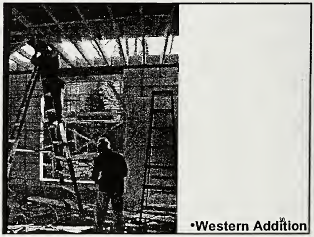


•Glen Park

•Western Addition

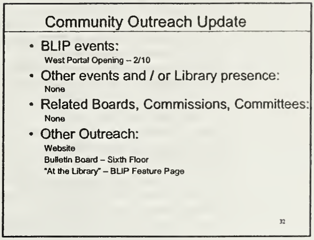


•Western Addition



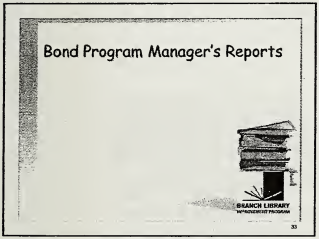
•Western Addition

Western Addition



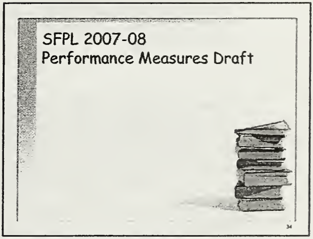
Community Outreach Update

- BLIP events:
  West Portal Opening – 2/10
- Other events and / or Library presence:
  None
- Related Boards, Commissions, Committees:
  None
- Other Outreach:
  Website
  Bulletin Board – Sixth Floor
  "At the Library" – BLIP Feature Page

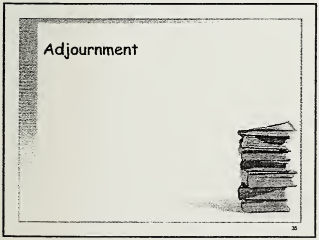


Bond Program Manager's Reports

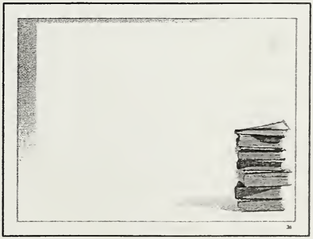
BRANCH LIBRARY
IMPROVEMENT PROGRAM

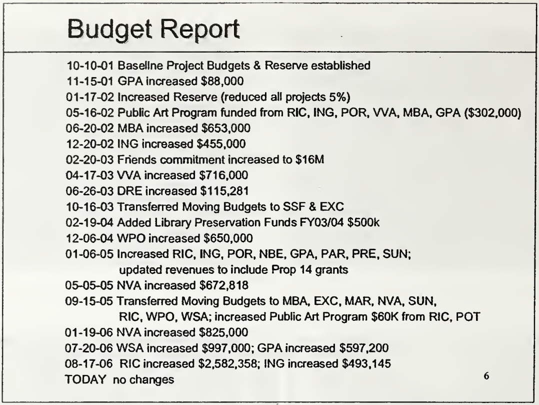


SFPL 2007-08
Performance Measures Draft



Adjournment





Budget Report

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07-20-06 WSA increased $997,000; GPA increased $597,200
08-17-06 RIC increased $2,582,358; ING increased $493,145
TODAY no changes

The Current Budget Report is available in back. It reflects changes most recently approved by you in August of last year and includes the addition of $4M transfer from LPF. This slide lists all approved budget revisions to the Bond Program since its inception. Each revision requires Commission action. Expenditures & encumbrances through December 31 are $53,784,860. The total approved budget & revenue sources for the Bond Program are $140.9 mill. Also in back is the Quarterly Report for third quarter '06.

Schedule Report

10-10-01 Baseline Project Schedules established
12-20-01 Revised GPA per Developer's schedule
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community outreach and additional cost estimates
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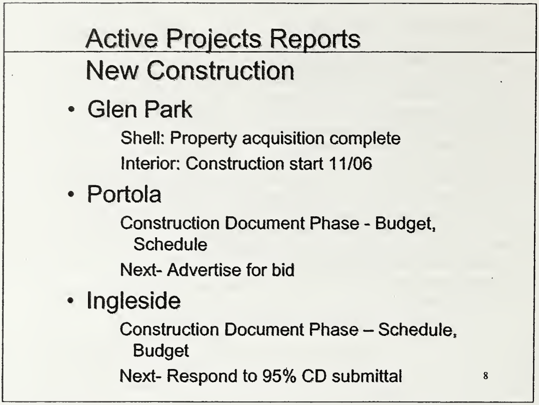
05-05-05 Revised NVA for design revisions
03-16-06 Revised BHE to accommodate alternative proposal
TODAY no changes

The Current Schedule Report is available in back. It shows updated actual schedules and approved schedules last approved by you March of 2006. This slide lists all approved schedule revisions to the Bond Program since its inception. The program as currently scheduled is estimated to be complete by end of 2009.



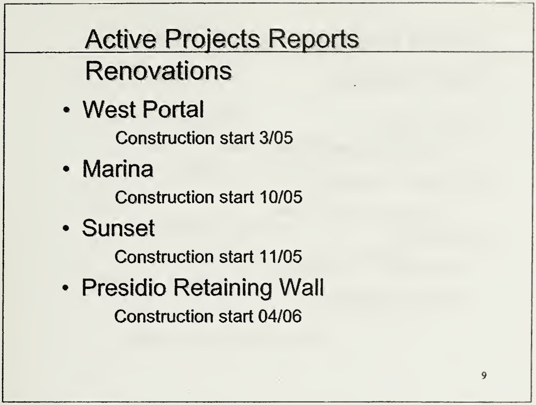
Active Projects Reports

New Construction

- Glen Park
  - Shell: Property acquisition complete
  - Interior: Construction start 11/06
- Portola
  - Construction Document Phase - Budget, Schedule
  - Next- Advertise for bid
- Ingleside
  - Construction Document Phase – Schedule, Budget
  - Next- Respond to 95% CD submittal

8

In the new construction category,
Glen Park-
•The core & shell building is substantially complete ; minor punch list items are being handled in escrow & any retention due will be released upon completion. The property sale closed in November.
•Construction of our interior build-out is underway, expected to open this summer.
Portola
•Is in construction document phase. I've been reporting increases on this project since last spring due to escalation & client requested revisions (such as mechanical system & foundation). Both construction document phase estimates concur: the project is over budget by about $1M.
•An increase to the budget is assumed as we make future budget projections for the entire program. We plan to go out to bid soon.
Ingleside
•Is in construction document phase. The State Office of Library Construction approved DD with many comments to respond to in the 95% submittal. This submittal sent to the State in late December was rejected due to omission of changes approved previously. Revised documents were sent this week. If accepted, the State has a 30 working day review period, after which the architects must respond to those comments before the State will give us approval to bid.
We received the 95% CD estimate mid December. The estimate predicts another budget increase will be needed in excess of $500k. The estimate assumes the project begins construction in May, which will not be possible due to delays in the State submittal. Another budget increase is assumed as we evaluate our future projections for the program.



Active Projects Reports

Renovations

- West Portal
  Construction start 3/05
- Marina
  Construction start 10/05
- Sunset
  Construction start 11/05
- Presidio Retaining Wall
  Construction start 04/06

West Portal –
•Construction is underway, opening day has been set for February 10.
Marina –
•Construction is underway, expected to open this summer.
Sunset -
•Construction is complete, expected to open in March.
Presidio Retaining Wall-
•Construction is complete. Library maintenance staff are working on other related site improvements prompted by the retaining wall construction. Completion of this work will be delayed due to winter conditions.

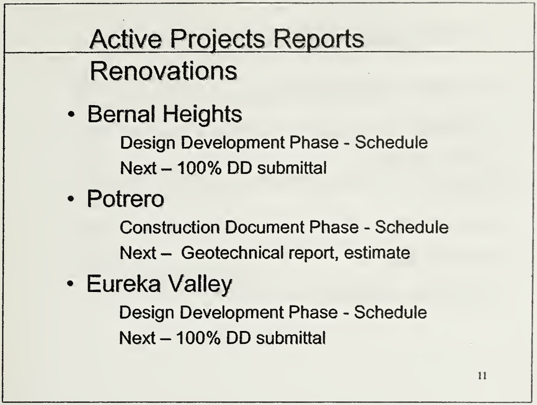
Active Projects Reports Renovations

- Noe Valley
  Construction start 05/06
- Western Addition
  Construction start 10/06
- Richmond
  Bid Phase – bid rejected
  Next – Negotiate

Noe Valley-
•Construction is underway, expected to open this fall.
•**Western Addition –**
•Construction is underway, expected to open 2008.
Richmond –

•Is in the bid phase. One bid was received in November from Angotti & Reilly, an HRC certified disadvantaged business enterprise, for $9.985M. The budget for award of bid is $7.1M. The estimate for the base bid was $6.9M. There were 35 sets of plans sold, 14 general contractors were on the plan holders list, 5 generals advertised on the City's website that they were seeking sub-contractor bids, plans were on file at 15 plan rooms, and we held 2 well attended pre-bid conferences. The day before bids were due, we polled the plan holders list and anticipated a minimum of three bidders. The project was out to bid for 8 weeks and three addenda were issued. We polled the plan holders list after the bid was received. A number of varying reasons were given, including City's DBE bid preferencing, inability to bond the project, lack of major subcontractors willing to bid and lack of estimators on staff to prepare a bid.

•Because we received only one bid, the City Charter allows the Director of Public Works to proceed in the most expeditious manner possible to complete the work. We have rejected the bid and released the sub-contractors, and have proceeded to negotiate based solely on costs, without changing the contract documents. Our negotiations with the sole bidder were not successful, and we have begun working with another plan holder. We hope to have completed the negotiations in time to request your action at a February commission meeting. An increase to the budget is assumed as we make future projections for the program.



Active Projects Reports

Renovations

- Bernal Heights
  - Design Development Phase - Schedule
  - Next – 100% DD submittal
- Potrero
  - Construction Document Phase - Schedule
  - Next – Geotechnical report, estimate
- Eureka Valley
  - Design Development Phase - Schedule
  - Next – 100% DD submittal

Bernal Heights –

•Is completing the DD phase. Arts Commission Civic Design Review Committee approved Phase 1 in December.

Potrero –

•Has begun the Construction Document phase. Structural engineers have requested more detailed geotechnical information for their calculations, which could help reduce cost of foundation work. However, code requirements for shear & floor loads have generally increased the amount of demolition needed than originally anticipated in our conceptual estimates. Once testing & calculations are complete, another estimate will be made of the construction costs.

Eureka Valley –

•Is in the design development phase. The Arts Commission Civic Design Review Committee approved phase one in December.

Construction Reports

- Presidio Retaining Wall
- Sunset
- West Portal
- Marina
- Glen Park
- Noe Valley
- Western Addition

The construction report is available in back. Exact dates & amounts of payments & contracts are listed therein by project in alphabetical order. This is a summary of that report, in order of completion date:

•At the Presidio Retaining Wall project, construction is complete. Final Contract amount is $300K and payments of $247K have been made to date. Close out and final payment are in process.

•At Sunset, construction is almost complete, including a late change order request to add shelving. Staff began move in process last month. Books will be delivered next week. Payments of $842K have been made. Contract amount is about $1M. Retention has been reduced to 5%.

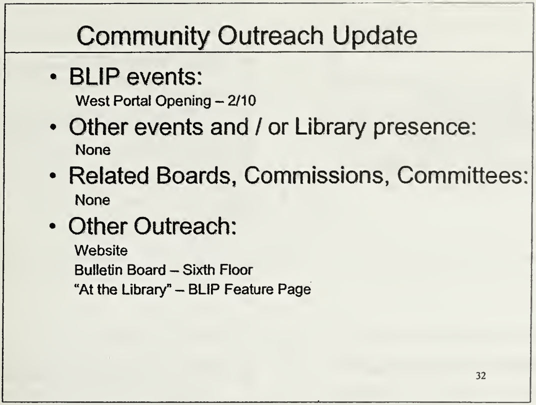
•At West Portal, construction is almost complete, only late owner requested changes left. Staff move in began in November. Everyone is preparing for opening day February 10. Payments totaling $3.1M have been made, the total contract amount is about $3.2M. Retention has been reduced to 5%.

•At Marina, substantial completion has been achieved. Punch list work and late change order requests, such as shelving, are occurring at this time. Payments totaling $2.2M have been made to date. Contract amount is about $2.6M. Construction is scheduled to be complete by March. Notice of substantial completion is underway, which reduces retention to 5%.

•At Glen Park, framing & drywall are being installed. Change orders pending are client request to add cabinets in the Program room and roof top mechanical equipment originally planned to be installed by the developer but cut from the purchase price in the interest of time. Payments totaling $65K have been made to date. Contract amount is about $1.2M. Construction is scheduled to be complete in July.

•At Noe Valley, concrete and steel work continues. Change orders pending are minimal. Payments of $1.4M have been made. Contract amount is about $3,8M. Construction is scheduled to be complete in September.

•At Western Addition, rough in electrical and masonry walls at the additions are going in. Change orders pending are minimal. Contract amount is about 2,5M and payments of almost $500K have been made. Construction is scheduled to be complete in December.



Community Outreach Update

- BLIP events:

  West Portal Opening – 2/10
- Other events and / or Library presence:

  None
- Related Boards, Commissions, Committees:

  None
- Other Outreach:

  Website

  Bulletin Board – Sixth Floor

  "At the Library" – BLIP Feature Page

We hold publicly noticed community meetings complying with our Design Excellence Program and attend related community associations & neighborhood festivals, as well as other related government boards, committees & commissions, as summarized on this slide. Note that a feature page solely for the BLIP program was added to the "At The Library" publication last fall.

We are pleased to note the upcoming reopening of the West Portal branch on Saturday, February 10.

SFPL 2007-2008 PERFORMANCE GOALS AND MEASURES

Presentation to the Library Commission 1/18/07

SFPL 2007-2008 PERFORMANCE MEASURES

BACKGROUND

- CCSF collecting data from departments for 8 + years
- During FY 2006-2007 budget heardings, BOS calls for improved accountability
- Fall 2006 training provided to department heads and finance managers
- BOS requests departmental hearings on Performance Measures
- December 13, 2006 Budget & Finance Committee hearings
- Final revisions due February 1, 2007

SFPL 2007-2008 PERFORMANCE MEASURES

PURPOSE

- Provide a framework for tracking level of success in reaching department goals.
- Align strategic goals and work plan priorities.
- Coordinate strategic planning with budget priorities.
- Focus on important outcomes.

SFPL 2007-2008 PERFORMANCE MEASURES

PRIORITY AREAS

Customer Service, Programs & Outreach
Library Collections
Public Technology
Safe & Welcoming Facilities
Staff Development

SFPL 2007-2008 PERFORMANCE MEASURES

Customer Service, Programs & Outreach

GOALS	Ensure customer satisfaction with services at the Main Library
MEASURES	Number of questions answered annually Percentage of library users who rate their satisfaction with library assistance and services as "good" or "very good" Percentage of San Franciscans who rate their satisfaction with library assistance and services as "good" or "very good" Attendance at public trainings and instructional classes provided at the Main Library Percentage of participants who rate public trainings and classes at the Main Library as "good" or "very good"

SFPL 2007-2008 PERFORMANCE MEASURES

Customer Service, Programs & Outreach

GOALS	Ensure customer satisfaction with services at the branch libraries
MEASURES	Number of questions answered annually Percentage of library users who rate their satisfaction with library assistance and services as "good" or "very good" Percentage of San Franciscans who rate their satisfaction with library assistance and services as "good" or "very good"

SFPL 2007-2008 PERFORMANCE MEASURES

Customer Service, Programs & Outreach

GOALS	Provide hours of operation at the 1) Main Library and 2) branch libraries that respond to user demand
MEASURES	Weekly hours of operation Number of people entering library facilities

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SFPL 2007-2008 PERFORMANCE MEASURES

Customer Service, Programs & Outreach

GOALS	Provide and educate the public on high quality educational and cultural programs and services offered by the library
MEASURES	Number of people attending adult programs Percentage of San Franciscans who rate the library's programs and activities for adults as "good" or "very good"

SFPL 2007-2008 PERFORMANCE MEASURES

Customer Service, Programs & Outreach

GOALS	Provide high quality programs for children and youth
MEASURES	Number of programs provided Number of youth attending programs Percentage of San Franciscans who rate the library's programs and activities for children under 18 as good or very good

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SFPL 2007-2008 PERFORMANCE MEASURES

Customer Service, Programs & Outreach

GOALS	Support education of children and youth through instruction on library resources and how to use them
MEASURES	Number of instructional visits or programs for school classes Number of children and teens receiving instruction via school visits or library visits Percentage of participants who rate instructional visits or programs for school classes as good or very good

---

SFPL 2007-2008 PERFORMANCE MEASURES

Customer Service, Programs & Outreach

GOALS	Support early literacy through "Every Child Ready to Read" (ECRR) program
MEASURES	Percentage of caregiver/parent participants who rate ECRR trainings and workshops as important in fostering early literacy Number of caregiver/parent participants in ECRR trainings and workshops

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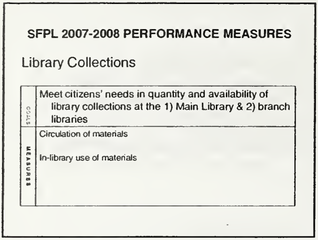
SFPL 2007-2008 PERFORMANCE MEASURES

Customer Service, Programs & Outreach

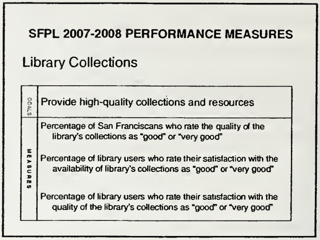
GOALS	Ensure access to materials and services for patrons who speak/read a language other than English
MEASURES	Attendance at public programs and trainings offered for speakers of languages other than English



SFPL 2007-2008 PERFORMANCE MEASURES

Library Collections

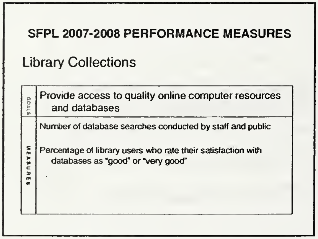
GOALS	Meet citizens' needs in quantity and availability of library collections at the 1) Main Library & 2) branch libraries
MEASURES	Circulation of materials In-library use of materials



SFPL 2007-2008 PERFORMANCE MEASURES

Library Collections

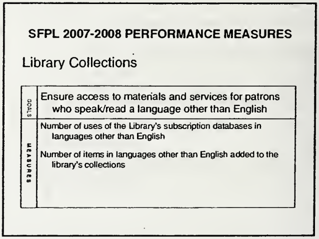
GOALS	Provide high-quality collections and resources
MEASURES	Percentage of San Franciscans who rate the quality of the library's collections as "good" or "very good" Percentage of library users who rate their satisfaction with the availability of library's collections as "good" or "very good" Percentage of library users who rate their satisfaction with the quality of the library's collections as "good" or "very good"



SFPL 2007-2008 PERFORMANCE MEASURES

Library Collections

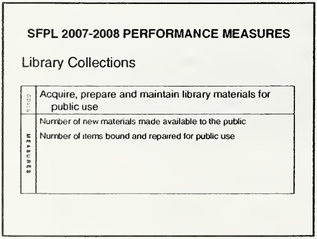
GOALS	Provide access to quality online computer resources and databases
MEASURES	Number of database searches conducted by staff and public Percentage of library users who rate their satisfaction with databases as "good" or "very good"



SFPL 2007-2008 PERFORMANCE MEASURES

Library Collections

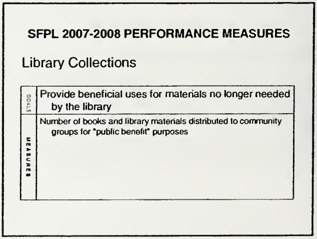
GOALS	Ensure access to materials and services for patrons who speak/read a language other than English
MEASURES	Number of uses of the Library's subscription databases in languages other than English Number of items in languages other than English added to the library's collections



SFPL 2007-2008 PERFORMANCE MEASURES

Library Collections

GOALS	Acquire, prepare and maintain library materials for public use
MEASURES	Number of new materials made available to the public Number of items bound and repaired for public use



SFPL 2007-2008 PERFORMANCE MEASURES

Library Collections

GOALS	Provide beneficial uses for materials no longer needed by the library
MEASURES	Number of books and library materials distributed to community groups for "public benefit" purposes

SFPL 2007-2008 PERFORMANCE MEASURES

Public Technology

GOALS	Meet patron needs for access to technology
MEASURES	Number of web pages viewed (or "hits") to the Library's web server Number of public computers available for use Percentage of available time ("booking slots") reserved by patrons at public computer terminals Percentage of available time used by patrons at public computer terminals, including both reserved and walk-in use

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SFPL 2007-2008 PERFORMANCE MEASURES

Public Technology

GOALS	Ensure access to materials and services for patrons who speak/read a language other than English
MEASURES	Number of uses (or "hits") to the Library's web pages in Chinese and Spanish

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SFPL 2007-2008 PERFORMANCE MEASURES

Safe & Welcoming Facilities

GOALS	Ensure that all library facilities are safe, accessible and sustainable public spaces
MEASURES	Number of training sessions provided to Library Security staff members Percent completion on Main Library renovation project, improving direct customer service, maintenance and mechanical systems, restrooms, and access to popular materials. Percentage of branch libraries that are seismically upgraded, moved from leased to permanent spaces, and made ADA compliant as part of the Branch Library Improvement Program Percentage of San Franciscans who rate the overall quality of Library facilities as "good" or "very good."

SFPL 2007-2008 PERFORMANCE MEASURES

Staff Development

GOALS	All City employees have a current performance appraisal
MEASURES	# of employees for whom performance appraisals were scheduled # of employees for whom performance appraisals were completed

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SFPL 2007-2008 PERFORMANCE MEASURES

FINAL REVIEW

Library Commission
SFPL Staff
Community Groups

SFPL 2007-2008 PERFORMANCE MEASURES
SUMMARY GOALS AND MEASURES

PRIORITY: Customer Service, Programs & Outreach

GOALS	Ensure customer satisfaction with services at the Main Library	Ensure customer satisfaction with services at the branch libraries	Provide hours of operation and the 1) Main Library and 2) branch libraries that respond to user demand	Provide and educate the public on high quality educational and cultural programs and services offered by the library
MEASURES	Number of questions answered annually Percentage of library users who rate their satisfaction with library assistance and services as "good" or "very good" Percentage of San Franciscans who rate their satisfaction with library assistance and services as "good" or "very good" Attendance at public trainings and instructional classes provided at the Main Library Percentage of participants who rate public trainings and classes at the Main Library as "good" or "very good"	Number of questions answered annually Percentage of library users who rate their satisfaction with library assistance and services as "good" or "very good" Percentage of San Franciscans who rate their satisfaction with library assistance and services as "good" or "very good"	Weekly hours of operation Number of people entering library facilities	Number of people attending programs for adults Percentage of San Franciscans who rate the library's programs and activities for adults as "good" or "very good"

GOALS	Provide high quality programs for children and youth	Support education of children and youth through instruction on library resources and how to use them	Support early literacy through "Every Child Ready to Read" (ECRR) program	Ensure access to materials and services for patrons who speak/read a language other than English
MEASURES	Number of programs provided Number of youth attending programs Percentage of San Franciscans who rate the library's programs and activities for children under 18 as good or very good	Number of instructional visits or programs for school classes Number of children and teens receiving instruction via school visits or library visits Percentage of participants who rate instructional visits or programs for school classes as good or very good	Percentage of caregiver/parent participants who rate ECRR trainings and workshops as important in fostering early literacy Number of caregiver/parent participants in ECRR trainings and workshops	Attendance at public programs and trainings offered for speakers of languages other than English

SFPL 2007-2008 PERFORMANCE MEASURES
SUMMARY GOALS AND MEASURES

PRIORITY: Library Collections

GOALS	Meet citizens' needs in quantity and availability of library collections at the 1) Main Library & 2) branch libraries	Provide high-quality collections and resources	Provide access to quality online computer resources and databases	Ensure access to materials and services for patrons who speak/read a language other than English
MEASURES	Circulation of materials In-library use of materials	Percentage of San Franciscans who rate the quality of the library's collections as "good" or "very good" Percentage of library users who rate their satisfaction with the availability of library's collections as "good" or "very good" Percentage of library users who rate their satisfaction with the quality of the library's collections as "good" or "very good"	Number of database searches conducted by staff and public Percentage of library users who rate their satisfaction with databases as "good" or "very good"	Number of uses of the Library's subscription databases in languages other than English Number of items in languages other than English added to the library's collections

GOALS	Acquire, prepare and maintain library materials for public use	Provide beneficial uses for materials no longer needed by the library
MEASURES	Number of new materials made available to the public Number of items bound and repaired for public use	Number of books and library materials distributed to community groups for "public benefit" purposes

SFPL 2007-2008 PERFORMANCE MEASURES

SUMMARY GOALS AND MEASURES

PRIORITY: Public Technology

PRIORITY: Safe & Welcoming Facilities

	PRIORITY: Public Technology		PRIORITY: Safe & Welcoming Facilities
GOALS	Meet patron needs for access to technology	Ensure access to materials and services for patrons who speak/read a language other than English	Ensure that all library facilities are safe, accessible and sustainable public spaces
MEASURES	Number of web pages viewed (or "hits") to the Library's web server Number of public computers available for use Percentage of available time ("booking slots") reserved by patrons at public computer terminals Percentage of available time used by patrons at public computer terminals, including both reserved and walk-in use	Number of uses (or "hits") to the Library's web pages in Chinese and Spanish	Number of training sessions provided to Library Security staff members Percent completion on Main Library renovation project, improving direct customer service, maintenance and mechanical systems, restrooms, and access to popular materials. Percentage of branch libraries that are seismically upgraded, moved from leased to permanent spaces, and made ADA compliant as part of the Branch Library Improvement Program Percentage of San Franciscans who rate the overall quality of Library facilities as "good" or "very good."

PRIORITY: Staff Development

GOALS	All City employees have a current performance appraisal
MEASURES	# of employees for whom performance appraisals were scheduled # of employees for whom performance appraisals were completed

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Gavin Newsom
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Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, February 1, 2007**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

The meeting will be called to order.

1. PUBLIC COMMENT

(This item is to allow member of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES ACTION

Presentation and discussion of, and possible action to approve the Minutes of the regular meeting of January 4, 2007.
Explanatory document: draft minutes

3. CITY LIBRARIAN'S REPORT DISCUSSION

by City Librarian Luis Herrera
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following topics: attendance at the American Library Association Mid-winter Conference; the grand re-opening of the West Portal Branch Library; 1st floor renovation (POE) publicity and service enhancements; information regarding Marjorie Stern's bequest to the Library; Board of Supervisor's resolution regarding Branch Library hours on Sunday; information regarding two branch library projects highlighted in the SF Chronicle Watch; update on the implementation plans for a library privacy audit; and highlights on exhibitions and programs.

4. FRIENDS OF THE LIBRARY REPORT DISCUSSION

(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

5. RICHMOND/SENATOR MILTON MARKS BRANCH LIBRARY ACTION

Presentation and discussion of the renovation of the Richmond Branch/Senator Milton Marks Branch Library, and possible action to redesign or increase the project budget.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Adele Destro by mail to Interim Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 12/29/04

6. LIBRARY FY 2007-08 BUDGET WORKSHOP **DISCUSSION**
Presentation and initial discussion of budget issues and revenue projections for the Public Library's FY 2007-08 budget.
Explanatory documents: 2007-08 Proposed Budget; 2007-08 Budget Change Proposals

7. LABOR UNION REPORT **DISCUSSION**
(This item is to allow representatives of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. PUBLIC EMPLOYEE APPOINTMENT – SECRETARY, LIBRARY COMMISSION **ACTION**

Open Session:
Public Comment (on all matters pertaining to the closed session item)

Vote on whether to hold closed session pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) – Personnel Matter-Public Employee appointment-Secretary, Library Commission.

Closed Session:
PUBLIC EMPLOYEE APPOINTMENT-SECRETARY, LIBRARY COMMISSION
Discussion and possible action

Reconvene in open session:

a) Vote whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a)).

b) Disclosure of action taken in closed session.

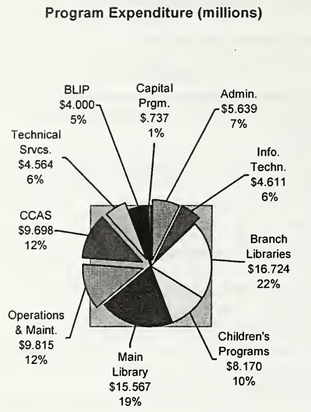
9. NEW BUSINESS **DISCUSSION**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

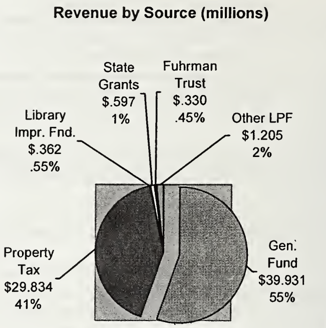
10. ADJOURNMENT (requires motion and public comment) **ACTION**

R Walsh, Acting Secretary, January 29, 2007

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

Budget Overview: 2007-08


Program Expenditure (millions)


Revenue by Source (millions)

	2006-07 AAO	2007-08 Proposed	Change	% Chg
Expenditures – Operations	$70,836,574	$74,788,474	$3,951,900	5.58%
Expenditures – Transfer to BLIP	$4,000,000	$4,000,000	$0	0%
Expenditures – Capital Program	$250,000	$737,459	$487,459	194.98%
Total Expenditures	**$75,086,574**	**$79,525,933**	**$4,439,359**	**5.91%**
FTE	**630.99**	**638.30**	**7.31**	**1.16%**

The Library's proposed budget for 2007-08 totals $79.526 million & supports approximately 638 FTE. It includes:

- **$1.273** million in baseline increases (salary/fringe adjustments required by labor contracts), including funds to continue the extended branch hours added in the budget in FY 06-07 by the Board of Supervisors, and,
- $7.870 million in budget change proposals (BCP) which includes a $4 million transfer from the General Fund allocation to augment the BLIP budget to support renovation costs for the Branch Library Improvement Program (BLIP).

Revenue Budget

Public Library services are funded by annual revenue allocations made pursuant to Charter Section 16.109. The Charter requires allocation of property taxes equivalent to **2½ cents** for every **$100** of assessed property valuation in the City; and, allocation of non-discretionary General Fund equal to the percentage of non-discretionary General Fund received by the Library in 1992-93 (approximately 2%). Funding is appropriated to the Library through the Library Preservation Fund (LPF). For 2007-08, the Library is expecting an increase allocation of **5%** from the Library Preservation Fund, totaling **$69,765,500.**

Revenue sources total **$72.261** million with LPF baseline and other annual miscellaneous revenue (Fuhrman, gifts, grants, etc) accounting for **91%** of proposed spending. The balance of revenue 9% is from LPF reserves. Revenue detail is shown below:

	2006-07	2007-08	Change	% Change
Property Tax	$29,834,000	$29,834,000	$ 0	0%
General Fund	$38,030,000	$39,931,500	$ 1,901,500	5%
Subtotal LPF Base	$67,864,000	$69,765,500	$ 1,901,500	5%
Misc. Annual Sources	$ 902,675	$ 1,205,675	$ 303,000	33.57%
Fuhrman Trust	$ 330,000	$ 330,000	$ 0	0.0%
LPF Reserve	$ 5,539,925	$ 7,265,117	$ 1,725,192	31%
State Grants & Subv.	$ 449,974	$ 597,182	$ 147,208	
Library Improv. Fund	$ 0	$ 362,459	$ 362,459	100%
Subtotal	$ 7,222,574	$ 9,760,433	$ 2,537,859	35%
Total	$75,086,574	$79,525,933	$ 4,439,359	5%

LPF allocations (General Fund & Property Tax) are up **$1.9** million or **5%** from calendar year appropriation levels (from **$67.9** million to **$69.8** million). Property tax allocations are projected to increase, but we don't know at this point since the Controller's **6** months projection report has not been released.

With regard to the Library Preservation Fund (LFP) reserve:

- Current balance is **$8.967** million and administration recommends using **$7.265** million to support the budget.
- If approved, the LPF would have a remaining balance of **$1.702** million (cash basis) or **2.20%** of baseline revenue.

Anticipated revenue growth means that:

- The Library will not have an operating budget deficit in 2007-08.
- There are funds available in the Library Preservation Fund to support spending proposals that enhance public service, increase books and materials collections, increase operating efficiencies, and maintain and repair Library facilities.

Summary:

Baseline revenue available to fund Library operations in 2007-08 totals **$69,765,500.** The proposed baseline budget for 2007-08 totals **$79,525,933** or **$9,760,433** more than available revenue. The increase covers mandated salary increases and Budget Change Proposals totaling **$7,870,258.** The Administration proposes spending **$7,265,117** from the Library Preservation Fund reserve to bring spending in line with available revenue. The Library Preservation Fund Reserve would have a remaining balance (cash basis) of **$1,702,035** or **2.20%** of baseline revenue.

The proposed budget supports library services and operations in keeping with the department's priorities which emphasize public services and outreach; improved library collections; asset management; public safety and security; technology infrastructure and the Branch Library Improvement Program.

Next Steps:

All City Departments are required by the Mayor to submit their budgets on **February 21, 2007.** As part of the budget development process, the City's Capital Planning Committee (CPC) annually updates its ten-year capital plan for city-owned facilities and infrastructure and all departments must submit their annual capital budget proposals (projects in excess of $50,000) to the CPC based on the ten-year plan. The CPC reviews all City Department budget proposals and makes recommendations to the Mayor and the Board of Supervisors on all budget proposals. The Library will be presenting its FY 07-08 capital budget and discussing its ten-year capital plan to the CPC on **February 5, 2007**. The Library's Renewal Program over the ten-year period is estimated to be $6M, which will be fully funded through our annual budget appropriation. The Library's Enhancement Program is broken into two, five year phases: (1) the first phase is between FY 07-08 and FY 11-12 and includes the selling of the remaining $31M in un-issued BLIP bonds, the appropriation of $1M in bond interest and $6M in both developer impact fees and additional dollars from the Library's general fund set-aside; (2) the second phase is between FY 12-13 and FY 16-17 and as this time there are no major enhancements scheduled for that time frame. The Library will also be discussing the estimated budget shortfall for BLIP of $40M at the February 5th meeting. The CPC will make recommendations to the Mayor and the Board of Supervisors on how the Library should bridge that gap in order to complete the BLIP as planned.

The Library Commission will be asked to take action on the proposed FY 07-08 budget during its meeting on **February 15th**. A summary of the Budget Change Proposals (BCP) are included in this report.

	FY 2007-2008 Budget Change Proposal		Amount
Public Services and Outreach			
1	New Library Newspaper Editor	$	72,604
2	Staffing for Adult Outreach Program	$	72,188
3	Support Services for the Youth Guidance Center's Library	$	40,873
4	Enhancement of the Supporting Successful Teens Program	$	23,000
5	Statistics Enhancement & Standardization	$	9,075
6	Graphic Artist Position Upgrade	$	7,891
7	Continuation of the Every Child Ready to Read Caregiver Workshop	$	6,000
8	Restoration of the Office of Children and Youth Services' Materials' Budget	$	5,000
		$	**236,631**
Library Collections			
9	Augmentation to Library Book and Materials Budget	$	1,490,000
10	Position Upgrade	$	120,111
11	Book Processing Supply Budget Enhancement	$	41,520
12	Archibal Shelving at the Main Library	$	13,000
13	Update authority records in bibliograhic database	$	11,000
		$	**1,675,631**
Asset Management			
14	Completion of the First Floor Post Occupancy Evaluation (POE) Project at the Main	$	362,459
15	Restoration of Historic Infrastructure at branch Libraries	$	125,000
16	Installation of a Variable Frequency Drive for the Air Conditioning Chiller at the Main	$	85,000
17	Installation of a turning vanes in fan room one at the Main	$	70,000
18	Replace the partition between Latino/Hispanic Rooms A & B at the Main	$	41,000
19	Interior Painting at the Main	$	40,000
20	LCD light conversion at the Main	$	40,000
21	Branch Library Irrigation System Repair	$	20,000
		$	**783,459**
Public Safety and Security			
22	Continue Enhancement of the Fulton Street Landscaping at the Main	$	50,000
23	Branch Libary Paging System	$	45,000
24	Main Library Elevator Lighting & Floor Repair	$	30,000
25	Enhance Homeless Outreach Team (HOT) Work Order with Dept. of Public Health	$	20,000
		$	**145,000**
Technology Infrastructure			
26	PC and Laptop Refreshments	$	225,000
27	Upgrade to Wide Area Network (WAN)	$	193,900
28	Milennium Server Upgrade	$	125,062
29	Main Library Telephone Upgrade	$	97,000
30	Continuation of Self-Check Equipment Purchases	$	89,132
31	Replacement of Digital Microfilm Scanner	$	56,728
32	Upgrade of the Main Library Telecom Closets	$	45,000
33	Information Technology Position Upgrade	$	38,054
34	ILS Maintenance & Services	$	11,363
35	Increase in A/V Presentation and Media Production Systems Maintenance & Supplies	$	8,500
		$	**889,739**
General Services			
36	Correcting the Library's department-wide training budget	$	55,000
37	Truing-up the Library's department-wide premium pay and temporary salary budgets	$	50,000
38	Increase in hours for a 1404 Clerk Typist in Human Resources	$	30,799
39	Property Tax Monies	$	4,000
		$	**139,799**
Branch Library Improvement Program			
41	Transfer to Branch Library Improvement Program	$	**4,000,000**
	TOTAL	**$**	**7,870,259**

FY 2007 - 2008
Budget Change Proposals

PUBLIC SERVICES AND OUTREACH:

1. **Staff Support for Library Publications** **$72,604**

   One full time Editor to write and manage publication of the library newsletter, *At the Library,* which was formerly managed by Friends of the Library staff. The newsletter is the library's primary vehicle of communication with its patrons and supporters and serves an important function in conveying news about library programs and services, including the status of BLIP renovations. A permanent, benefited position is needed to accomplish this task and attract a high quality editor.

2. **Staffing for Adult Outreach Program** **$72,188**

   One new adult services Librarian I position to coordinate adult public programs for the branches and Main. This adult services librarian would support the library's priority to coordinate department wide outreach programs and to promote library services to target communities. In addition to these duties, the position would be responsible for coordinating the library's successful *One City One Book* and *On the Same Page* community reading programs.

3. **Support Services for the Youth Guidance Center's Library** **$40,873**

   One part-time Library Assistant to support the existing Librarian at the Youth Guidance Center's new Library. The Library Assistant would provide basic clerical, processing and shelving functions which would free the Librarian to do professional level work with the youth and to oversee the volunteers. This proposal also includes funds for two new computers and a printer, which will be used by the new employee, the volunteers and the youth utilizing the Library.

4. **Support for the *Successful Teens* Program** **$23,000**

   Support for the *Successful Teens* Program includes monies for the SAT preparation program; the City's Reproduction Services to mass produce approved booklists, guides and other support print items for teens; and the purchase of laptops for the Teen Services Librarians because they work in more than one location and will not have a permanent desk/work space. Laptops will aid them in their work as they can carry them from site to site as well as on class visits.

5. **Library Statistics Enhancement and Standardization Software** **$9,075**

   In order to enhance and standardize statistics the Library would purchase an annual subscription to a software program called *Counting Opinions LibSat* which standardizes customer satisfaction surveys and measures satisfaction, quality, usage, etc. for each branch library and the Main. This software would enable the Library to benchmark both within the system each year and with other comparable systems and would quantify Library performance.

6. **Graphic Artist Position Upgrade** **$7,891**

   One of the Library's Graphic Artist positions currently has lead worker designation and provides design direction for the department and supervises the work of the reproduction staff, as well as managing all external communications with City Reproduction, AAA Banner & Flag and other city or external vendors. All incoming work is evaluated by the lead Graphic Artist and the workload shared with and distributed between the 1.5 FTE graphics staff. This upgrade is to reconcile the current responsibilities of the position to the job description.

7. **Continuation of the *Every Child Ready to Read* Caregiver Workshops** **$6,000**

   Funds were provided for workshops for parents and caregivers during the first year of the program. As the public and other agencies have become aware of the early literacy program and the Library is becoming more active in and responsive to our community, it is important that the Library continue to provide the training resources that parents and care providers are coming to expect. This budget request supports a significant department goal and priority for early literacy.

8. Restoration of the Children and Youth Services' Materials Budget **$5,000**

The Children and Youth Services' materials budget was reduced in the FY 2006-2007 budget. These funds are used to purchase materials and supplies for all of the children and youth services librarians throughout the system. As a result of the reduction, the division was unable to purchase craft and other program supplies as needed and has therefore impacted public programs provided for children and teens.

LIBRARY COLLECTIONS:

9. Increase to the Library Books and Materials Budget **$1,490,000**

The books and materials collection is an essential and core service of the San Francisco Public Library. The emphasis on books and materials is reinforced by the intent of the Library Preservation Fund, as well as a significant strategic priority for the Library. Enhancements include additional funding for opening day collections, new and renewed electronic databases, computer and travel books and international languages. The adjustment to the book budget will also offset inflationary effects.

10. Staff Support for Technical Services Division **$120,111**

Increases in the Library's book and materials' budget necessitate an increase in staffing to manage and process the ordering and receipt of materials in a timely and efficient manner. The Technical Services division is requesting one full-time Library Assistant to unpack and receive materials and one full-time Library Technical Assistant II to manage all the orders for non-print materials and electronic periodicals, as well as assist in the ordering of additional materials as a result of the book budget augmentation.

11. Book Processing Supply Budget Enhancement **$41,520**

In order to accommodate the $1,490,000 increase in the Library's Book and Materials Budget, Technical Services is requesting an increase in its processing supplies budget. Additional supplies will be needed to process the books and non-print materials and include items such as barcode labels, plastic jacket protectors, spine labels, theft detectors, media cases and other related supplies.

12. Archival Shelving at the Main Library **$13,000**

The Main Library is requesting funds to purchase archival shelving to properly store collections in acid-free cartons of SF History and Gay & Lesbian archives. This proposal will allow the finishing up of the shelving in the former Print Shop where the Gay & Lesbian archives are being moved in FY 06-07 and expand our capacity to accommodate the Coroner's and Medical Examiners' archives that were acquired in FY 06-07.

13. Update Authority Records in bibliographic database **$11,000**

Additional funds are required to update the names and subject headings in the Library's online catalog to conform to the Library of Congress standards. The last time a comprehensive update was done to the database was in 2003.

ASSET MANAGEMENT:

14. Completion of the First Floor Post Occupancy Evaluation (POE) Project at the Main **$362,459**

This request appropriates the interest from the accumulated POE monies and other non-Library Preservation Fund monies to finish the entire first floor POE project, including the contingency fund as well as permitting the Library to renovate the third floor restrooms to match the first floor renovations.

15. Restoration of Historic Infrastructure at Branch Libraries **$125,000**

The Library will begin targeting historic preservation infrastructure at branch libraries. This initial year, the Operations and Maintenance Division is requesting funds to renovate and restore the entry stairs and front wall at the Chinatown Branch and to perform brick and terra cotta repairs at the Presidio Branch Library.

16. **Installation of a Variable Frequency Drive for the Air Conditioning Chiller at the Main** **$85,000**

Installation of a variable frequency drive (VFD) on the Air Conditioning Chiller at the Main Library will permit Operations and Maintenance to better monitor and control the chiller motor and ensure that it runs as efficiently as possible, with the least strain on the motor. This will result in lower energy use, longer life for the motor, and enhanced reliability.

17. **Installation of a turning vanes in fan room one at the Main** **$70,000**

A deficiency in the original design and construction of fan room two causes excess air turbulence, resulting in higher energy costs and more wear and tear on the motor as they work to overcome the restriction. The installation of turning vanes will direct the air smoothly upwards towards the ceiling ducts, increasing efficiency, allowing the two 150 HP motors to run at slower speeds, and ensuring that the fan room can deliver adequate cooling air on hot days. By reducing fan speed, the turning vanes will increase motor life and reliability, and decrease energy consumption, resulting in maintenance and energy savings.

18. **Replace the partition between Latino/Hispanic Rooms A& B at the Main** **$41,000**

The Operations and Maintenance Division is requesting monies to replace the existing partitions between Latino/Hispanic Rooms A & B because the partitions are breaking and replacement parts are no longer available. The sound seals at the bottom of the doors are failing. These doors are also difficult and less safe to operate compared to newer designs.

19. **Interior Painting at the Main** **$40,000**

This proposal will increase the Library's Work Order with the Department of Public Works to provide painters at the Main Library to repaint various floors of the Main Library on a regular and rotating basis. Dedicated, full-time staffing is needed in order to achieve repainting of floors in a timely fashion.

20. **LCD Light Conversion at the Main** **$40,000**

The Operations and Maintenance Division is requesting funds to replace existing light bulbs with the new LED light bulbs which have a lifespan of approximately ten years. The project will require each fixture to be converted; this is a one time installation cost. Once the fixtures are converted, future maintenance will consist of simply changing the bulb once every ten years. The standard bulbs typically require replacement within a year. The replacement is both complicated and dangerous for the Library staff. Many of these fixtures need to be accessed from special scaffolding suspended from the roof, in spaces as high as six stories.

21. **Branch Library Irrigation System Repair** **$20,000**

Maintenance of branch irrigation systems has been deferred for years, which in turn has made it difficult to maintain landscaping in good condition. This proposal would create a work order with the Recreation and Park Department to restore systems that are broken and to maintain the new systems installed at the Branch Library Improvement Program (BLIP) project sites in excellent working order. There will be savings realized in landscape plantings that will not die and need replacement, and the appearance of the branch landscaping will be improved.

PUBLIC SAFETY AND SECURITY:

22. **Continued Enhancement of the Fulton Street Landscaping at the Main** **$50,000**

The recent enhancement project of the Main Library's Fulton Street Lawn has addressed longstanding maintenance and repair issues of landscaping drainage. This proposal will complete the enhancement project and thereby reduce maintenance costs in the long-run for the Library.

23. **Branch Library Paging System** **$45,000**

The Branch budget request includes funds for the installation of a paging system at the Sunset Branch Library. Branch paging systems are key piece of technical infrastructure that supports basic public safety and service. The system is used to make important safety announcements to patron during open hours and is used to notify patrons when the building is preparing for closure so they are prepared to check-out materials, complete work on computers, make arrangements for transportation home, etc.

24. Main Library Elevator Lighting Upgrade & Floor Repair $30,000

This proposal includes funds to improve the elevator lighting in the Main Library's elevators and repair the flooring in Staff elevator five. The current design of the ceiling panels makes it very difficult for staff to clean the translucent panels, or to remove them to change light bulbs. All of the elevators would receive new lighting and ceilings, resulting in a more pleasant environment for public and staff and make cleaning the ceilings and replacing light bulbs more efficient and less dangerous. Staff elevator five will also have its floor replaced. The current flooring is breaking up and being kept serviceable only through unsightly patching.

25. Enhance Homeless Outreach Team Work Order with Department of Public Health $20,000

In FY 06-07 the Library successfully launched a collaboration with the Department of Public Health (DPH) and the Homeless Outreach Team (HOT) to access additional resource support with expertise in social work and mental health services to assist Library staff and patrons. This proposal requests funds to enhance the existing services of HOT outreach workers at the Main Library, develop other relationships with DPH staff especially Behavioral Health, and explore expanding training for Main Library staff.

TECHNOLOGY INFRASTRUCTURE:

26. PC and Laptop Refreshment $225,000

The Information Technology Division is requesting monies to replace 220 public desktops and 13 laptops for mobile workstations for staff. Cost of ownership has increased in recent months due to the higher number of service calls related to the public desktop models. The Library's three-year Computer Refreshment Program is implemented in stages so as to spread the costs over several fiscal years. The new desktops will provide better performance and user experience for the public. It will help to reduce the cost of IT support since the new desktops will be under the manufacturer warranty and reduces the internal IT cost of servicing the desktops.

27. Upgrade to Wide Area Network (WAN) $193,900

This proposal would upgrade branch library Wide Area Network (WAN) links to 11 locations: Main Library, Mission Branch, Chinatown Branch, Sunset Branch, Excelsior Branch, Glen Park Branch, Ocean View Branch, West Portal Branch, Marina Branch, Noe Valley Branch, and Mission Bay Branch. With increasing Internet bandwidth demand from patrons accessing online video content, online databases, library catalog and Millennium system, and other bandwidth-intensive Internet applications, the Library needs to upgrade the connectivity to the branches. The new infrastructure will provide upgrade flexibility and an entry into higher bandwidth demand in the future.

28. Millennium Server Upgrade $125,062

The Information Technology Division's budget proposal included a request to upgrade the Millennium server. The current Millennium ILS Server was purchased in 2002 when the Library converted from the Data Research Associates ILS to the present Innovative Interfaces Millennium system. The server is at the end of its 5-year lifecycle. A new server is required to meet growing usage and processing demands of our library applications software and databases. The San Francisco Public Library is essentially a 24x7 operation with web-based services supplementing traditional library services.

29. Main Library Telephone Upgrade $97,000

The Main Library's voice system is outdated and no longer supported. A continuation of the upgrade path for the Main Library's telephone system that would be in synch with the branch EPN system is being proposed. The new system will be IP-ready for possible future migration to Voice-Over IP and all telephone units and circuit packs would be replaced. Analog lines such as for fax and TTY will remain.

30. Continuation of Self-Check Equipment Purchases $89,132

This proposal includes a request to purchase four self-check units for three branch libraries that will not be receiving such units through the BLIP. Those libraries include: Ocean View, which will receive two self-check units, Mission and Chinatown branch libraries.

31. Replacement of Digital Microfilm Scanner **$56,728**

The Library's current microform equipment is six years old and the models were discontinued three years ago. The manufacturer is obligated to supply parts and maintenance for three more years. This request is to start to replace the equipment with new generation of equipment. The replacement plan would be four in FY 07-08 and four in FY 08-09.

32. Upgrade of the Main Library Telecom Closets **$45,000**

In FY 06-07 the Information Technology Division requested funds to replace the non-standard data jacks in all Main Library telecomm closets with standard data jacks approved and serviceable by the Department of Telecommunication and Information Services. The request was partially funded and we will be able to complete approximately 12 to 13 of 19 closets during this fiscal year. This proposal requests funds to complete the project in FY 07-08.

33. Information Technology Position Upgrade **$38,054**

The Information Technology Division has two 0.5 FTE 1022 vacancies which were designated for reclassification to a full time 1042 in FY 06-07. The reclassification was approved by the City's Department of Human Resources but was held back by the Budget Analyst in anticipation of a City-wide review of IT positions. That review did not materialize and with increasing need and urgency the request is renewed for fiscal year 07-08. With the proliferation of the Internet, mobile computing and advanced telecommunication services, servers and network infrastructure are critical components of the Library's IT operation. These systems require advanced knowledge of networking, network security, wireless, and server operation. The Library's IS Administrator 1022 positions primarily serve as desktop support technicians, providing support for PCs, printers, desktop peripherals and desktop software.

34. ILS Maintenance and Services **$11,363**

The Information Technology Division is requesting $11,363 of additional funds for maintenance and support of its ILS, Innovative Interfaces Inc. Millennium; Link+ program and maintenance and support of the Library's blind and print disabled system, Keystone Automated Library System.

35. Increase in A/V Presentation and Media Production Systems Maintenance and Supplies **$8,500**

While the Library has increased the number of installed A/V systems in the branches the funding for Media Services maintenance and supply activities has remained level for the last five fiscal years. The A/V systems require replacement lamp purchases and periodic accessories upgrades and replacements, such as microphones, cables and other minor components. The current funding level is insufficient for existing systems and in light of branch library reopening in the upcoming fiscal year, the Communications, Collections and Adult Services is requesting an increase in its A/V maintenance and supplies budget.

GENERAL SERVICES:

36. Correcting the Library's department-wide training budget **$55,000**

The Human Resources Division is requesting an increase in its training Work Order budget to match its actual needs. New mandates at the City/County level as well as at the State level are requiring additional trainings that must be conducted by or through the City's Department of Human Resources or the General Services Administration's Central Shops Division. These Work Orders would use City/County staff to provide the required training.

37. Adjustment to Library's department-wide premium pay and temporary salary budgets **$50,000**

Prior increases in both temporary salaries and premium pay have been nominal and have not kept pace with actual usage or salary increases. This modest increase is based on a usage analysis over the past four fiscal years, excluding 06-07 figures to date, and takes into account the implementation of a more streamlined hiring process for hiring permanent positions which could impact the need for temporary positions.

38. Increase in hours for a 1404 Clerk Typist in Human Resources **$30,799**

The Human Resources Division is requesting to make its 1404 Clerk position full-time to meet the increasing needs of Human Resources and its Training Program due in large part to additional training mandates are both the local and state levels.

39. Property Tax Monies **$4,000**

Currently there is no budget for property taxes even though the Library has paid them in the past. This proposal would add monies based on prior year expenditures to properly budget for these expenditures.

BRANCH LIBRARY IMPROVEMENT PROGRAM:

40. Transfer to Branch Library Improvement Program **$4,000,000**

This BCP calls for appropriating $4,000,000 from the Library's General Fund allocation to augment the BLIP reserve to support renovation costs for the Branch Library Improvement Program (BLIP).

Grand Total: **$7,870,259**

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102 - 4733

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
DRAFT Minutes of the regular meeting of Thursday, February 1, 2007

The San Francisco Public Commission held a regular meeting on Thursday, February 1, 2007, in the Koret Auditorium, Main Library.

The meeting was called to order at 4:37 PM by Vice President Coulter who announced that President Higueras's arrival would be delayed.

Commissioners present: Bautista, Chin, Coulter, Kane, and Munson. President Higueras arrived at 5:17 PM. Commissioner Gomez was excused.

To accommodate the schedules of speakers, Vice President Coulter changed the order in which items on the agenda would be heard.

AGENDA ITEM #1: PUBLIC COMMENT

The anonymous citizen commented on institutional ethos, past disagreements between library commissioners, and public standards of conduct.

Peter Warfield reported that first-floor computer catalogs were difficult to find and that signage was lacking. He reiterated his previous concerns that the distribution system for library reserves violates patron confidentiality.

AGENDA ITEM #5: RICHMOND/SENATOR MILTON MARKS BRANCH LIBRARY

City Librarian Luis Herrera explained that his intention had been to bring forward a recommendation regarding Richmond Branch at today's meeting, but that continuing negotiation with the contractor required that this be postponed. Mr. Herrera welcomed Marilyn Thompson, manager of the Bond Library Improvement Program, and Deputy Bureau Chief Joe Cheung from Bureau of Construction Management, Department of Public Works.

Ms. Thompson recalled the bid process for Richmond Branch renovation which resulted in only one contractor submitting a bid, and stated that follow-up interviews with other contractors revealed various reasons that they had not offered bids. She reported that the director of Public Works had rejected the single bid for Richmond Branch based on authority granted under the City Charter, had assembled a team of in-house and outside experts to advise him, and had entered into negotiations with another contractor.

Mr. Cheung informed the commission of difficulties the city faces during the current highly competitive construction environment, and requested additional time to negotiate with the potential contractor and subcontractors.

In response to a question from Commissioner Bautista, the city librarian anticipated that he would be able to bring a recommendation to the commission at its meeting on February 15, and he emphasized his commitment to the Richmond Branch renovation.

During public comment the anonymous citizen expressed dissatisfaction with the order in which agenda items were being considered, noted that explanatory documents that had previously been offered regarding Richmond Branch were not listed, and recalled that Richmond had been scheduled as the first renovation project under the original plan.

Helen Archer-Duste, a Richmond district neighbor, spoke in support of the Richmond Branch renovation, and she described the importance of the branch to the neighborhood. She pointed out that the branch is a historic building, and that the current plans preserve and amplify its quality in ways which she found both aesthetic and functional. She underscored the linguistic richness of the district and its branch library, and encouraged the Library Commission to fully fund the project.

Ron Miguel, president of the Planning Association for the Richmond (PAR), expressed satisfaction with the series of workshops that the bond program had provided for the neighborhood during the design phase of the project, and he exhorted the commission to maintain the original concepts and scope of the branch renovation.

Camille She, a Richmond district neighbor and board member of PAR, introduced her two young daughters. She explained to the commission the importance of the branch to her family and to the neighborhood, and urged the commission to proceed with the full Richmond renovation as originally planned.

Adam Berger, a Richmond neighbor and member of the Richmond District Branch Library Campaign, expressed appreciation for the work the library has accomplished toward the branch renovation and looked forward to the fulfillment of the project.

Peter Warfield expressed regret that Richmond, one of the most seismically-vulnerable branches in the city, had not yet been renovated, and questioned why the city did not receive more than one bid for the project and why that bid vastly exceeded the estimate.

In response to a question from Commissioner Bautista, Mr. Cheung cited lack of competition as the cause for the one bid being extremely high.

AGENDA ITEM #4: FRIENDS OF THE LIBRARY REPORT

Friends of the Library Executive Director Donna Bero announced that the combined Richmond/Anza campaign had raised $340,000 toward its goal of $1-million. She described the Friends' recent Writers Remembered program, the upcoming Poets Eleven event, and plans for a three-day international poetry festival. Ms. Bero reminded commissioners of the Laureates Dinner scheduled for April 20th.

Commissioner Bautista presented the Friends with a personal contribution. President Higueras arrived at 5:17 PM and chaired the remainder of the meeting.

The anonymous citizen stressed that the Writers Remembered program was a co-sponsored event between the Public Library and the Friends.

Peter Warfield expressed his regard for the previous Writers Remembered programs that he had attended.

AGENDA ITEM #8: PUBLIC EMPLOYEE APPOINTMENT - SECRETARY, LIBRARY COMMISSION

The anonymous citizen expressed dissatisfaction with the recruitment process for commission secretary.

Peter Warfield agreed with the anonymous citizen, and he contrasted the process being used to select a commission secretary with the process used to appoint City Librarian Luis Herrera.

MOTION: by Commissioner Munson, seconded by Commissioner Chin, that the Library Commission enter into closed session pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) – Personnel Matter-Public Employee Appointment-Secretary, Library Commission. Approved by the following vote: 6 – 0; Aye: Bautista, Chin, Coulter, Higueras, Kane, and Munson.

President Higueras estimated that the closed session would last approximately one-half hour, and pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) the San Francisco Public Library Commission entered into closed session at 5:26 PM.

Commissioner Munson departed the meeting at 6:37 PM.

At 6:38 PM the commission returned to open session with four members present; Commissioner Chin had not yet returned to the auditorium.

MOTION: by Commissioner Kane, seconded by Commissioner Bautista, that pursuant to San Francisco Administrative Code Section 67.12(a), the commission not disclose any of the discussions held in closed session and to direct the president to invite back top candidates for commission secretary to be interviewed at a later time. The motion was subsequently approved by the following vote: 5 – 0; Aye: Bautista, Chin, Coulter, Higueras, and Kane.

The anonymous citizen expressed dissatisfaction with the process being used to appoint a commission secretary.

Peter Warfield questioned whether the appointment process being utilized was proper. President Higueras responded that commission secretary was a civil service position, was being handled in compliance with civil service rules, and should not be equated with the appointment process for a city librarian.

AGENDA ITEM #3: CITY LIBRARIAN'S REPORT

City Librarian Luis Herrera reported on the recent American Library Association Mid-winter Conference. He urged library commissioners to attend the reopening of West Portal Branch on February 10th as well as the upcoming reopening of Sunset Branch.

Mr. Herrera welcomed Chief of Main Kathy Lawhun who provided a handout entitled "1st Floor Renovation: Building Better Services for San Francisco" and summarized remodeling efforts underway in the main library.

In response to questions from President Higueras, Ms. Lawhun explained that the library was successfully negotiating mitigations with the contractor to avoid having to close the main's first-floor public restrooms for any extended period of time.

The city librarian informed the commission that at a future meeting he would bring forward a plan to increase Sunday open hours in the branch system.

Mr. Herrera described the Public Library's work with Recreation & Park Department to repair a bench near Western Addition Branch, and with DPW to complete work within the next several weeks on a retaining-wall project near Presidio Branch.

The city librarian offered an update on the library privacy audit. He reported that a consultant working with a committee of library staff was examining the library's policies and practices for collecting, maintaining, and safeguarding confidential patron and staff information, and he anticipated bringing findings and recommendations from the audit to the Library Commission at a future meeting.

Mr. Herrera deferred to the next meeting his report on Marjorie Stern's bequest to the library.

The anonymous citizen commented on Supervisor Mirkarimi's resolution urging the Library Commission to provide Sunday hours at branches. He expressed dissatisfaction with the length of time the library has taken with this matter.

Peter Warfield read aloud a portion of the Board of Supervisors' resolution urging the equitable distribution of Sunday hours at branches.

Sue Cauthen, Library Citizens Advisory Committee member, recalled previous discussions she had with the city librarian, and the resolution calling for additional Sunday and Monday open hours that LCAC had adopted.

In response to questions from commissioners, Mr. Herrera stated that the library has a working group examining the issue of providing additional open hours at branches, and that he expects to provide a recommendation to the commission next month which would implement additional hours prior to the end of the current fiscal year.

AGENDA ITEM #6: LIBRARY FY 2007-08 BUDGET WORKSHOP

The city librarian informed the commissioners that at their next meeting he would request approval for the budget which is due to the mayor's budget analyst on February 21st, and he welcomed Library Finance Director Jay Manglicmot.

Mr. Manglicmot provided reports dated February 1, 2007, entitled "Public Library: 2007-08 Proposed Budget" and "Budget Change Proposal," and he and the city librarian summarized the budget for the commission.

The anonymous citizen commented on what he perceived to be discrepancies between the budget reports, and he questioned the appropriateness of transferring library funding to the Bond Library Improvement Program.

Peter Warfield opposed the transfer of $4-million from the library to the bond program, and he expressed alarm at the BLIP's total projected budget shortfall.

In response to a question from President Higueras, the city librarian estimated that 12% of the total proposed budget would be expended for library materials. Mr. Manglicmot indicated that the proposed budget consolidates materials-related spending, and the city librarian offered to return to the commission with analysis of inflation rates for library materials and databases.

In response to questions from Commissioners Chin and Bautista, the finance director explained that the proposed budget includes an expenditure of reserve funds. In response to President Higueras, Mr. Herrera estimated that approximately three-quarters of the total budget is spent for staffing.

President Higueras voiced support for spending library funds to maintain and renovate library facilities, and he emphasized the nationwide escalation of construction costs and its effect on the library's bond-funded renovation projects.

In response to questions from Commissioner Kane regarding deferred maintenance, the city librarian stated that certain large maintenance expenses are budgeted over a period of years and that the proposed budget request adequately addresses them. President Higueras suggested that the library prepare a five-year facilities budget, and the city librarian agreed that such a process would useful, particularly for items such as carpet replacement in the main library and facilities upgrades in the branches. Mr. Herrera noted that the proposed budget also includes the same amount of money for additional Sunday hours as the current budget.

Mr. Manglicmot noted that expenses that are not baseline expenses are considered to be budget changes, even if the expenses also occurred in the previous year, because of the controller's instructions for baseline budgeting.

Commissioner Chin departed the meeting at 8:08 PM.

AGENDA ITEM #2: APPROVAL OF THE MINUTES

The anonymous citizen expressed dissatisfaction with the draft minutes for the January 4th meeting, with his citizen summaries not being included in the draft minutes, and with the sound quality of the audiotape of the January 18th meeting. He noted that the January 4th minutes do not properly credit him for pointing out that Nancy Pelosi was a former library commissioner.

Peter Warfield agreed with the anonymous speaker's point regarding Speaker Pelosi, and requested that his own remarks concerning seismic safety be clarified with the word "poor*est*" seismic ratings, instead of merely "poor."

Commissioner Coulter requested that the minutes give the anonymous citizen credit for pointing out that Nancy Pelosi was a former library commissioner, and President Higueras requested that Mr. Warfield's remarks concerning seismic safety be amended to reflect that he said poorest seismic ratings.

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter, to approve the minutes of the regular meeting of January 4, 2007, as amended. Approved by the following vote: 4 – 0; Aye: Bautista, Coulter, Higueras, and Kane.

AGENDA ITEM #7: LABOR UNION REPORT

No report

AGENDA ITEM #9: NEW BUSINESS

Commissioner Bautista requested that the commission invite Jim Haas to a meeting to discuss the brochure produced by Civic Pride.

The anonymous citizen recalled his youth.

Mr. Warfield requested that items commissioners suggest for new business appear on future agendas.

ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Kane, that the regular meeting of February 1, 2007, of the San Francisco Public Library Commission be adjourned. Approved by the following vote: 4 – 0; Aye: Bautista, Coulter, Higueras, and Kane.

The meeting adjourned at 8:20 PM.

Richard Walsh
Acting Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

1st FLOOR RENOVATION: Building Better Services for San Francisco

The first floor of the Main Library is undergoing a major renovation. The eight-month-long project, which will be completed in two phases, will make more books available to patrons, improve customer service and enhance the overall visitor experience at the Main.

First-phase improvements include: a new multi-function Borrower Services desk that can handle everything from checkout to fine payments to library card issuance; an automated sorting system for faster processing of materials; renovated restrooms; enhancements to the building's plumbing, heating, ventilation, electrical and mechanical systems; and new flooring.

During the first phase of construction, the Borrower Services area will be temporarily relocated in front of the Holds shelves. The Audiovisual Center, with a reduced collection of DVDs, VHS feature films, music CDs and audiobooks, will be temporarily relocated to the Steve Silver Beach Blanket Babylon Room on the fourth floor. Nonfiction and international films on VHS will continue to be housed on the first floor. The listening and viewing stations will be temporarily discontinued during construction. New, permanent self-check equipment will be installed mid-January throughout the building, as well as on the first floor.

The second phase, which begins in June, will include the relocation of all general fiction, large print, mysteries, science fiction and westerns from the third to the first floor. The First Stop browsing area on the first floor will be permanently removed and general fiction will be relocated to that area. Mysteries, science fiction and westerns will be housed in space behind the Express Internet waiting area, previously used by the Technical Services department (Technical Services moved to a new location in May 2005). New adult nonfiction previously in First Stop will be housed on floors three through five, depending on subject, while a selection of new adult nonfiction will be available on the first floor.

The new, larger combined area will make three times as many materials readily available to patrons. Previously, these materials were housed in closed stacks due to space limitations. Other improvements include the installation of a new Information Services desk, more computers and new seating and floor covering.

The Main Library will remain open during all phases of construction and most services will continue.

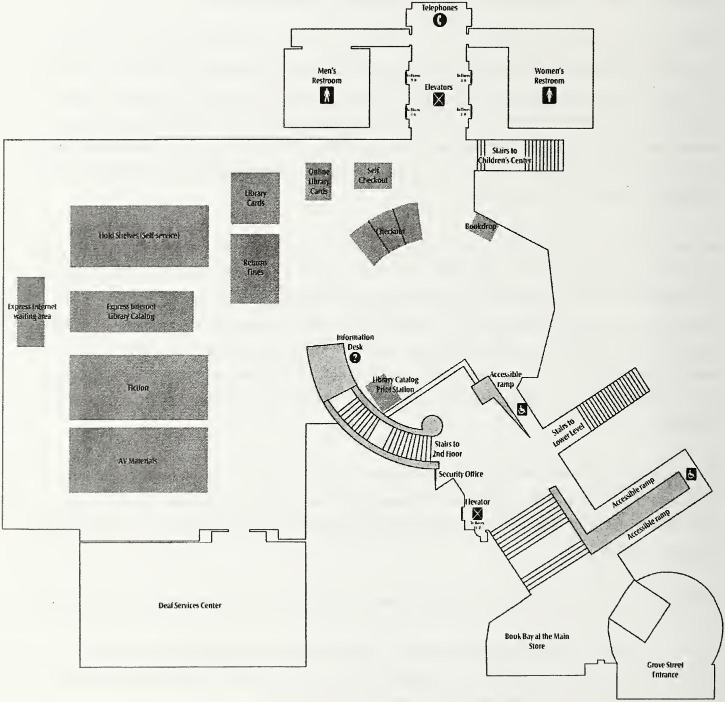
The renovation is the result of recommendations from the 2000 Main Library Post Occupancy Evaluation (POE) report, the Library's management team, the City's Bureau of Architecture and the Main's first floor library staff. The new Main Library opened in 1996.

2007

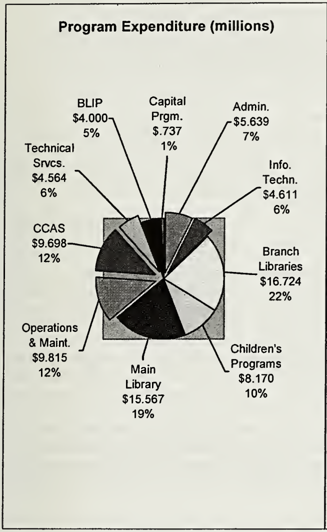
San Francisco Public Library

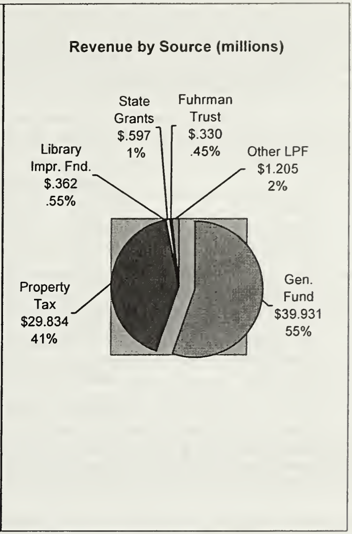
1st FLOOR RENOVATION

Building Better Services for San Francisco


Telephones
Men's Restroom
Elevators
Women's Restroom
Stairs to Children's Center
Online Library Cards
Self Checkout
Library Cards
Hold Shelves (Self-service)
Checkout
Bookdrop
Returns Fines
Express Internet waiting area
Express Internet Library Catalog
Information Desk
Library Catalog Print Station
Accessible ramp
Fiction
Stairs to Lower Level
AV Materials
Stairs to 2nd Floor
Security Office
Accessible ramp
Elevator
Accessible ramp
Deaf Services Center
Book Bay at the Main Store
Grove Street Entrance

Budget Overview: 2007-08





	2006-07 AAO	2007-08 Proposed	Change	% Chg
Expenditures – Operations	$70,836,574	$74,788,474	$3,951,900	5.58%
Expenditures – Transfer to BLIP	$4,000,000	$4,000,000	$0	0%
Expenditures – Capital Program	$250,000	$737,459	$487,459	194.98%
Total Expenditures	**$75,086,574**	**$79,525,933**	**$4,439,359**	**5.91%**
FTE	**630.99**	**638.30**	**7.31**	**1.16%**

The Library's proposed budget for 2007-08 totals $79.526 million & supports approximately 638 FTE. It includes:

- **$1.273** million in baseline increases (salary/fringe adjustments required by labor contracts), including funds to continue the extended branch hours added in the budget in FY 06-07 by the Board of Supervisors, and,

- **$7.870** million in budget change proposals (BCP) which includes a $4 million transfer from the General Fund allocation to augment the BLIP budget to support renovation costs for the Branch Library Improvement Program (BLIP).

Revenue Budget

Public Library services are funded by annual revenue allocations made pursuant to Charter Section **16.109**. The Charter requires allocation of property taxes equivalent to **2½ cents** for every **$100** of assessed property valuation in the City; and, allocation of non-discretionary General Fund equal to the percentage of non-discretionary General Fund received by the Library in 1992-93 (approximately 2%). Funding is appropriated to the Library through the Library Preservation Fund (LPF). For 2007-08, the Library is expecting an increase allocation of **5%** from the Library Preservation Fund, totaling **$69,765,500**.

Revenue sources total **$72.261** million with LPF baseline and other annual miscellaneous revenue (Fuhrman, gifts, grants, etc) accounting for **91%** of proposed spending. The balance of revenue **9%** is from LPF reserves. Revenue detail is shown below:

	2006-07	2007-08	Change	% Change
Property Tax	$29,834,000	$29,834,000	$ 0	0%
General Fund	$38,030,000	$39,931,500	$ 1,901,500	5%
Subtotal LPF Base	$67,864,000	$69,765,500	$ 1,901,500	5%
Misc. Annual Sources	$ 902,675	$ 1,205,675	$ 303,000	33.57%
Fuhrman Trust	$ 330,000	$ 330,000	$ 0	0.0%
LPF Reserve	$ 5,539,925	$ 7,265,117	$ 1,725,192	31%
State Grants & Subv.	$ 449,974	$ 597,182	$ 147,208	
Library Improv. Fund	$ 0	$ 362,459	$ 362,459	100%
Subtotal	$ 7,222,574	$ 9,760,433	$ 2,537,859	35%
Total	$75,086,574	$79,525,933	$ 4,439,359	5%

LPF allocations (General Fund & Property Tax) are up **$1.9** million or **5%** from calendar year appropriation levels (from **$67.9** million to **$69.8** million). Property tax allocations are projected to increase, but we don't know at this point since the Controller's 6 months projection report has not been released.

With regard to the Library Preservation Fund (LFP) reserve:

- Current balance is **$8.967** million and administration recommends using **$7.265** million to support the budget.
- If approved, the LPF would have a remaining balance of **$1.702** million (cash basis) or **2.20%** of baseline revenue.

Anticipated revenue growth means that:

- The Library will not have an operating budget deficit in 2007-08.
- There are funds available in the Library Preservation Fund to support spending proposals that enhance public service, increase books and materials collections, increase operating efficiencies, and maintain and repair Library facilities.

Summary:

Baseline revenue available to fund Library operations in 2007-08 totals **$69,765,500**. The proposed baseline budget for **2007-08** totals **$79,525,933** or **$9,760,433** more than available revenue. The increase covers mandated salary increases and Budget Change Proposals totaling **$7,870,258**. The Administration proposes spending **$7,265,117** from the Library Preservation Fund reserve to bring spending in line with available revenue. The Library Preservation Fund Reserve would have a remaining balance (cash basis) of **$1,702,035** or **2.20%** of baseline revenue.

The proposed budget supports library services and operations in keeping with the department's priorities which emphasize public services and outreach; improved library collections; asset management; public safety and security; technology infrastructure and the Branch Library Improvement Program.

Next Steps:

All City Departments are required by the Mayor to submit their budgets on **February 21, 2007**. As part of the budget development process, the City's Capital Planning Committee (CPC) annually updates its ten-year capital plan for city-owned facilities and infrastructure and all departments must submit their annual capital budget proposals (projects in excess of $50,000) to the CPC based on the ten-year plan. The CPC reviews all City Department budget proposals and makes recommendations to the Mayor and the Board of Supervisors on all budget proposals. The Library will be presenting its FY 07-08 capital budget and discussing its ten-year capital plan to the CPC on **February 5, 2007**. The Library's Renewal Program over the ten-year period is estimated to be $6M, which will be fully funded through our annual budget appropriation. The Library's Enhancement Program is broken into two, five year phases: (1) the first phase is between FY 07-08 and FY 11-12 and includes the selling of the remaining $31M in un-issued BLIP bonds, the appropriation of $1M in bond interest and $6M in both developer impact fees and additional dollars from the Library's general fund set-aside; (2) the second phase is between FY 12-13 and FY 16-17 and as this time there are no major enhancements scheduled for that time frame. The Library will also be discussing the estimated budget shortfall for BLIP of $40M at the February 5th meeting. The CPC will make recommendations to the Mayor and the Board of Supervisors on how the Library should bridge that gap in order to complete the BLIP as planned.

The Library Commission will be asked to take action on the proposed FY 07-08 budget during its meeting on **February 15th**. A summary of the Budget Change Proposals (BCP) are included in this report.

FY 2007 - 2008
Budget Change Proposals

PUBLIC SERVICES AND OUTREACH:

1. **Staff Support for Library Publications** **$72,604**

One full time Editor to write and manage publication of the library newsletter, *At the Library,* which was formerly managed by Friends of the Library staff. The newsletter is the library's primary vehicle of communication with its patrons and supporters and serves an important function in conveying news about library programs and services, including the status of BLIP renovations. A permanent, benefited position is needed to accomplish this task and attract a high quality editor.

2. **Staffing for Adult Outreach Program** **$72,188**

One new adult services Librarian I position to coordinate adult public programs for the branches and Main. This adult services librarian would support the library's priority to coordinate department wide outreach programs and to promote library services to target communities. In addition to these duties, the position would be responsible for coordinating the library's successful *One City One Book* and *On the Same Page* community reading programs.

3. **Support Services for the Youth Guidance Center's Library** **$40,873**

One part-time Library Assistant to support the existing Librarian at the Youth Guidance Center's new Library. The Library Assistant would provide basic clerical, processing and shelving functions which would free the Librarian to do professional level work with the youth and to oversee the volunteers. This proposal also includes funds for two new computers and a printer, which will be used by the new employee, the volunteers and the youth utilizing the Library.

4. **Support for the *Successful Teens* Program** **$23,000**

Support for the *Successful Teens* Program includes monies for the SAT preparation program; the City's Reproduction Services to mass produce approved booklists, guides and other support print items for teens; and the purchase of laptops for the Teen Services Librarians because they work in more than one location and will not have a permanent desk/work space. Laptops will aid them in their work as they can carry them from site to site as well as on class visits.

5. **Library Statistics Enhancement and Standardization Software** **$9,075**

In order to enhance and standardize statistics the Library would purchase an annual subscription to a software program called *Counting Opinions LibSat* which standardizes customer satisfaction surveys and measures satisfaction, quality, usage, etc. for each branch library and the Main. This software would enable the Library to benchmark both within the system each year and with other comparable systems and would quantify Library performance.

6. **Graphic Artist Position Upgrade** **$7,891**

One of the Library's Graphic Artist positions currently has lead worker designation and provides design direction for the department and supervises the work of the reproduction staff, as well as managing all external communications with City Reproduction, AAA Banner & Flag and other city or external vendors. All incoming work is evaluated by the lead Graphic Artist and the workload shared with and distributed between the 1.5 FTE graphics staff. This upgrade is to reconcile the current responsibilities of the position to the job description.

7. **Continuation of the *Every Child Ready to Read* Caregiver Workshops** **$6,000**

Funds were provided for workshops for parents and caregivers during the first year of the program. As the public and other agencies have become aware of the early literacy program and the Library is becoming more active in and responsive to our community, it is important that the Library continue to provide the training resources that parents and care providers are coming to expect. This budget request supports a significant department goal and priority for early literacy.

8. Restoration of the Children and Youth Services' Materials Budget **$5,000**

The Children and Youth Services' materials budget was reduced in the FY 2006-2007 budget. These funds are used to purchase materials and supplies for all of the children and youth services librarians throughout the system. As a result of the reduction, the division was unable to purchase craft and other program supplies as needed and has therefore impacted public programs provided for children and teens.

LIBRARY COLLECTIONS:

9. Increase to the Library Books and Materials Budget **$1,490,000**

The books and materials collection is an essential and core service of the San Francisco Public Library. The emphasis on books and materials is reinforced by the intent of the Library Preservation Fund, as well as a significant strategic priority for the Library. Enhancements include additional funding for opening day collections, new and renewed electronic databases, computer and travel books and international languages. The adjustment to the book budget will also offset inflationary effects.

10. Staff Support for Technical Services Division **$120,111**

Increases in the Library's book and materials' budget necessitate an increase in staffing to manage and process the ordering and receipt of materials in a timely and efficient manner. The Technical Services division is requesting one full-time Library Assistant to unpack and receive materials and one full-time Library Technical Assistant II to manage all the orders for non-print materials and electronic periodicals, as well as assist in the ordering of additional materials as a result of the book budget augmentation.

11. Book Processing Supply Budget Enhancement **$41,520**

In order to accommodate the $1,490,000 increase in the Library's Book and Materials Budget, Technical Services is requesting an increase in its processing supplies budget. Additional supplies will be needed to process the books and non-print materials and include items such as barcode labels, plastic jacket protectors, spine labels, theft detectors, media cases and other related supplies.

12. Archival Shelving at the Main Library **$13,000**

The Main Library is requesting funds to purchase archival shelving to properly store collections in acid-free cartons of SF History and Gay & Lesbian archives. This proposal will allow the finishing up of the shelving in the former Print Shop where the Gay & Lesbian archives are being moved in FY 06-07 and expand our capacity to accommodate the Coroner's and Medical Examiners' archives that were acquired in FY 06-07.

13. Update Authority Records in bibliographic database **$11,000**

Additional funds are required to update the names and subject headings in the Library's online catalog to conform to the Library of Congress standards. The last time a comprehensive update was done to the database was in 2003.

ASSET MANAGEMENT:

14. Completion of the First Floor Post Occupancy Evaluation (POE) Project at the Main **$362,459**

This request appropriates the interest from the accumulated POE monies and other non-Library Preservation Fund monies to finish the entire first floor POE project, including the contingency fund as well as permitting the Library to renovate the third floor restrooms to match the first floor renovations.

15. Restoration of Historic Infrastructure at Branch Libraries **$125,000**

The Library will begin targeting historic preservation infrastructure at branch libraries. This initial year, the Operations and Maintenance Division is requesting funds to renovate and restore the entry stairs and front wall at the Chinatown Branch and to perform brick and terra cotta repairs at the Presidio Branch Library.

16. **Installation of a Variable Frequency Drive for the Air Conditioning Chiller at the Main** **$85,000**

Installation of a variable frequency drive (VFD) on the Air Conditioning Chiller at the Main Library will permit Operations and Maintenance to better monitor and control the chiller motor and ensure that it runs as efficiently as possible, with the least strain on the motor. This will result in lower energy use, longer life for the motor, and enhanced reliability.

17. **Installation of a turning vanes in fan room one at the Main** **$70,000**

A deficiency in the original design and construction of fan room two causes excess air turbulence, resulting in higher energy costs and more wear and tear on the motor as they work to overcome the restriction. The installation of turning vanes will direct the air smoothly upwards towards the ceiling ducts, increasing efficiency, allowing the two 150 HP motors to run at slower speeds, and ensuring that the fan room can deliver adequate cooling air on hot days. By reducing fan speed, the turning vanes will increase motor life and reliability, and decrease energy consumption, resulting in maintenance and energy savings.

18. **Replace the partition between Latino/Hispanic Rooms A& B at the Main** **$41,000**

The Operations and Maintenance Division is requesting monies to replace the existing partitions between Latino/Hispanic Rooms A & B because the partitions are breaking and replacement parts are no longer available. The sound seals at the bottom of the doors are failing. These doors are also difficult and less safe to operate compared to newer designs.

19. **Interior Painting at the Main** **$40,000**

This proposal will increase the Library's Work Order with the Department of Public Works to provide painters at the Main Library to repaint various floors of the Main Library on a regular and rotating basis. Dedicated, full-time staffing is needed in order to achieve repainting of floors in a timely fashion.

20. **LCD Light Conversion at the Main** **$40,000**

The Operations and Maintenance Division is requesting funds to replace existing light bulbs with the new LED light bulbs which have a lifespan of approximately ten years. The project will require each fixture to be converted; this is a one time installation cost. Once the fixtures are converted, future maintenance will consist of simply changing the bulb once every ten years. The standard bulbs typically require replacement within a year. The replacement is both complicated and dangerous for the Library staff. Many of these fixtures need to be accessed from special scaffolding suspended from the roof, in spaces as high as six stories.

21. **Branch Library Irrigation System Repair** **$20,000**

Maintenance of branch irrigation systems has been deferred for years, which in turn has made it difficult to maintain landscaping in good condition. This proposal would create a work order with the Recreation and Park Department to restore systems that are broken and to maintain the new systems installed at the Branch Library Improvement Program (BLIP) project sites in excellent working order. There will be savings realized in landscape plantings that will not die and need replacement, and the appearance of the branch landscaping will be improved.

PUBLIC SAFETY AND SECURITY:

22. **Continued Enhancement of the Fulton Street Landscaping at the Main** **$50,000**

The recent enhancement project of the Main Library's Fulton Street Lawn has addressed longstanding maintenance and repair issues of landscaping drainage. This proposal will complete the enhancement project and thereby reduce maintenance costs in the long-run for the Library.

23. **Branch Library Paging System** **$45,000**

The Branch budget request includes funds for the installation of a paging system at the Sunset Branch Library. Branch paging systems are key piece of technical infrastructure that supports basic public safety and service. The system is used to make important safety announcements to patron during open hours and is used to notify patrons when the building is preparing for closure so they are prepared to check-out materials, complete work on computers, make arrangements for transportation home, etc.

24. Main Library Elevator Lighting Upgrade & Floor Repair **$30,000**

This proposal includes funds to improve the elevator lighting in the Main Library's elevators and repair the flooring in Staff elevator five. The current design of the ceiling panels makes it very difficult for staff to clean the translucent panels, or to remove them to change light bulbs. All of the elevators would receive new lighting and ceilings, resulting in a more pleasant environment for public and staff and make cleaning the ceilings and replacing light bulbs more efficient and less dangerous. Staff elevator five will also have its floor replaced. The current flooring is breaking up and being kept serviceable only through unsightly patching.

25. Enhance Homeless Outreach Team Work Order with Department of Public Health **$20,000**

In FY 06-07 the Library successfully launched a collaboration with the Department of Public Health (DPH) and the Homeless Outreach Team (HOT) to access additional resource support with expertise in social work and mental health services to assist Library staff and patrons. This proposal requests funds to enhance the existing services of HOT outreach workers at the Main Library, develop other relationships with DPH staff especially Behavioral Health, and explore expanding training for Main Library staff.

TECHNOLOGY INFRASTRUCTURE:

26. PC and Laptop Refreshment **$225,000**

The Information Technology Division is requesting monies to replace 220 public desktops and 13 laptops for mobile workstations for staff. Cost of ownership has increased in recent months due to the higher number of service calls related to the public desktop models. The Library's three-year Computer Refreshment Program is implemented in stages so as to spread the costs over several fiscal years. The new desktops will provide better performance and user experience for the public. It will help to reduce the cost of IT support since the new desktops will be under the manufacturer warranty and reduces the internal IT cost of servicing the desktops.

27. Upgrade to Wide Area Network (WAN) **$193,900**

This proposal would upgrade branch library Wide Area Network (WAN) links to 11 locations: Main Library, Mission Branch, Chinatown Branch, Sunset Branch, Excelsior Branch, Glen Park Branch, Ocean View Branch, West Portal Branch, Marina Branch, Noe Valley Branch, and Mission Bay Branch. With increasing Internet bandwidth demand from patrons accessing online video content, online databases, library catalog and Millennium system, and other bandwidth-intensive Internet applications, the Library needs to upgrade the connectivity to the branches. The new infrastructure will provide upgrade flexibility and an entry into higher bandwidth demand in the future.

28. Millennium Server Upgrade **$125,062**

The Information Technology Division's budget proposal included a request to upgrade the Millennium server. The current Millennium ILS Server was purchased in 2002 when the Library converted from the Data Research Associates ILS to the present Innovative Interfaces Millennium system. The server is at the end of its 5-year lifecycle. A new server is required to meet growing usage and processing demands of our library applications software and databases. The San Francisco Public Library is essentially a 24x7 operation with web-based services supplementing traditional library services.

29. Main Library Telephone Upgrade **$97,000**

The Main Library's voice system is outdated and no longer supported. A continuation of the upgrade path for the Main Library's telephone system that would be in synch with the branch EPN system is being proposed. The new system will be IP-ready for possible future migration to Voice-Over IP and all telephone units and circuit packs would be replaced. Analog lines such as for fax and TTY will remain.

30. Continuation of Self-Check Equipment Purchases **$89,132**

This proposal includes a request to purchase four self-check units for three branch libraries that will not be receiving such units through the BLIP. Those libraries include: Ocean View, which will receive two self-check units, Mission and Chinatown branch libraries.

31. Replacement of Digital Microfilm Scanner **$56,728**

The Library's current microform equipment is six years old and the models were discontinued three years ago. The manufacturer is obligated to supply parts and maintenance for three more years. This request is to start to replace the equipment with new generation of equipment. The replacement plan would be four in FY 07-08 and four in FY 08-09.

32. Upgrade of the Main Library Telecom Closets **$45,000**

In FY 06-07 the Information Technology Division requested funds to replace the non-standard data jacks in all Main Library telecomm closets with standard data jacks approved and serviceable by the Department of Telecommunication and Information Services. The request was partially funded and we will be able to complete approximately 12 to 13 of 19 closets during this fiscal year. This proposal requests funds to complete the project in FY 07-08.

33. Information Technology Position Upgrade **$38,054**

The Information Technology Division has two 0.5 FTE 1022 vacancies which were designated for reclassification to a full time 1042 in FY 06-07. The reclassification was approved by the City's Department of Human Resources but was held back by the Budget Analyst in anticipation of a City-wide review of IT positions. That review did not materialize and with increasing need and urgency the request is renewed for fiscal year 07-08. With the proliferation of the Internet, mobile computing and advanced telecommunication services, servers and network infrastructure are critical components of the Library's IT operation. These systems require advanced knowledge of networking, network security, wireless, and server operation. The Library's IS Administrator 1022 positions primarily serve as desktop support technicians, providing support for PCs, printers, desktop peripherals and desktop software.

34. ILS Maintenance and Services **$11,363**

The Information Technology Division is requesting $11,363 of additional funds for maintenance and support of its ILS, Innovative Interfaces Inc. Millennium; Link+ program and maintenance and support of the Library's blind and print disabled system, Keystone Automated Library System.

35. Increase in A/V Presentation and Media Production Systems Maintenance and Supplies **$8,500**

While the Library has increased the number of installed A/V systems in the branches the funding for Media Services maintenance and supply activities has remained level for the last five fiscal years. The A/V systems require replacement lamp purchases and periodic accessories upgrades and replacements, such as microphones, cables and other minor components. The current funding level is insufficient for existing systems and in light of branch library reopening in the upcoming fiscal year, the Communications, Collections and Adult Services is requesting an increase in its A/V maintenance and supplies budget.

GENERAL SERVICES:

36. Correcting the Library's department-wide training budget **$55,000**

The Human Resources Division is requesting an increase in its training Work Order budget to match its actual needs. New mandates at the City/County level as well as at the State level are requiring additional trainings that must be conducted by or through the City's Department of Human Resources or the General Services Administration's Central Shops Division. These Work Orders would use City/County staff to provide the required training.

37. Adjustment to Library's department-wide premium pay and temporary salary budgets **$50,000**

Prior increases in both temporary salaries and premium pay have been nominal and have not kept pace with actual usage or salary increases. This modest increase is based on a usage analysis over the past four fiscal years, excluding 06-07 figures to date, and takes into account the implementation of a more streamlined hiring process for hiring permanent positions which could impact the need for temporary positions.

38. Increase in hours for a 1404 Clerk Typist in Human Resources **$30,799**

The Human Resources Division is requesting to make its 1404 Clerk position full-time to meet the increasing needs of Human Resources and its Training Program due in large part to additional training mandates are both the local and state levels.

39. Property Tax Monies **$4,000**

Currently there is no budget for property taxes even though the Library has paid them in the past. This proposal would add monies based on prior year expenditures to properly budget for these expenditures.

BRANCH LIBRARY IMPROVEMENT PROGRAM:

40. Transfer to Branch Library Improvement Program **$4,000,000**

This BCP calls for appropriating $4,000,000 from the Library's General Fund allocation to augment the BLIP reserve to support renovation costs for the Branch Library Improvement Program (BLIP).

Grand Total: **$7,870,259**

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Helen Marte Bautista
Lonnie K. Chin
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Larry Kane
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Luis Herrera
City Librarian

Richard Walsh
cting Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Thursday, February 1, 2007
(as amended and approved at the regular meeting of March 1, 2007)

The San Francisco Public Commission held a regular meeting on Thursday, February 1, 2007, in the Koret Auditorium, Main Library.

The meeting was called to order at 4:37 PM by Vice President Coulter who announced that President Higueras's arrival would be delayed.

Commissioners present: Bautista, Chin, Coulter, Kane, and Munson. President Higueras arrived at 5:17 PM. Commissioner Gomez was excused.

To accommodate the schedules of speakers, Vice President Coulter changed the order in which items on the agenda would be heard.

AGENDA ITEM #1: PUBLIC COMMENT

The anonymous citizen commented on institutional ethos, past disagreements between library commissioners, and public standards of conduct.

Peter Warfield reported that first-floor computer catalogs were difficult to find and that signage was lacking. He reiterated his previous concerns that the distribution system for library reserves violates patron confidentiality.

AGENDA ITEM #5: RICHMOND/SENATOR MILTON MARKS BRANCH LIBRARY

City Librarian Luis Herrera explained that his intention had been to bring forward a recommendation regarding Richmond Branch at today's meeting, but that continuing negotiation with the contractor required that this be postponed. Mr. Herrera welcomed Marilyn Thompson, manager of the Branch Library Improvement Program, and Deputy Bureau Chief

Joe Cheung from Bureau of Construction Management, Department of Public Works.

Ms. Thompson recalled the bid process for Richmond Branch renovation which resulted in only one contractor submitting a bid, and stated that follow-up interviews with other contractors revealed various reasons that they had not offered bids. She reported that the director of Public Works had rejected the single bid for Richmond Branch based on authority granted under the City Charter, had assembled a team of in-house and outside experts to advise him, and had entered into negotiations with another contractor.

Mr. Cheung informed the commission of difficulties the city faces during the current highly competitive construction environment, and requested additional time to negotiate with the potential contractor and subcontractors.

In response to a question from Commissioner Bautista, the city librarian anticipated that he would be able to bring a recommendation to the commission at its meeting on February 15, and he emphasized his commitment to the Richmond Branch renovation.

During public comment the anonymous citizen expressed dissatisfaction with the order in which agenda items were being considered, noted that explanatory documents that had previously been offered regarding Richmond Branch were not listed, and recalled that Richmond had been scheduled as the first renovation project under the original plan.

Helen Archer-Duste, a Richmond district neighbor, spoke in support of the Richmond Branch renovation, and she described the importance of the branch to the neighborhood. She pointed out that the branch is a historic building, and that the current plans preserve and amplify its quality in ways which she found both aesthetic and functional. She underscored the linguistic richness of the district and its branch library, and encouraged the Library Commission to fully fund the project.

Ron Miguel, president of the Planning Association for the Richmond (PAR), expressed satisfaction with the series of workshops that the bond program had provided for the neighborhood during the design phase of the project, and he exhorted the commission to maintain the original concepts and scope of the branch renovation.

Camille She, a Richmond district neighbor and board member of PAR, introduced her two young daughters. She explained to the commission the

importance of the branch to her family and to the neighborhood, and urged the commission to proceed with the full Richmond renovation as originally planned.

Adam Berger, a Richmond neighbor and member of the Richmond District Branch Library Campaign, expressed appreciation for the work the library has accomplished toward the branch renovation and looked forward to the fulfillment of the project.

Peter Warfield expressed regret that Richmond, one of the most seismically-vulnerable branches in the city, had not yet been renovated, and questioned why the city did not receive more than one bid for the project and why that bid vastly exceeded the estimate.

In response to a question from Commissioner Bautista, Mr. Cheung cited lack of competition as the cause for the one bid being extremely high.

AGENDA ITEM #4: FRIENDS OF THE LIBRARY REPORT

Friends of the Library Executive Director Donna Bero announced that the combined Richmond/Anza campaign had raised $340,000 toward its goal of $1-million. She described the Friends' recent Writers Remembered program, the upcoming Poets Eleven event, and plans for a three-day international poetry festival. Ms. Bero reminded commissioners of the Laureates Dinner scheduled for April 20th.

Commissioner Bautista presented the Friends with a personal contribution. President Higueras arrived at 5:17 PM and chaired the remainder of the meeting.

The anonymous citizen stressed that the Writers Remembered program was a co-sponsored event between the Public Library and the Friends.

Peter Warfield expressed his regard for the previous Writers Remembered programs that he had attended.

AGENDA ITEM #8: PUBLIC EMPLOYEE APPOINTMENT – SECRETARY, LIBRARY COMMISSION

The anonymous citizen expressed dissatisfaction with the recruitment process for commission secretary.

Peter Warfield agreed with the anonymous citizen, and he contrasted the process being used to select a commission secretary with the process used to appoint City Librarian Luis Herrera.

MOTION: by Commissioner Munson, seconded by Commissioner Chin, that the Library Commission enter into closed session pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) – Personnel Matter-Public Employee Appointment-Secretary, Library Commission. Approved by the following vote: 6 – 0; Aye: Bautista, Chin, Coulter, Higueras, Kane, and Munson.

President Higueras estimated that the closed session would last approximately one-half hour, and pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) the San Francisco Public Library Commission entered into closed session at 5:26 PM.

Commissioner Munson departed the meeting at 6:37 PM.

At 6:38 PM the commission returned to open session with four members present; Commissioner Chin had not yet returned to the auditorium.

MOTION: by Commissioner Kane, seconded by Commissioner Bautista, that pursuant to San Francisco Administrative Code Section 67.12(a), the commission not disclose any of the discussions held in closed session and to direct the president to invite back top candidates for commission secretary to be interviewed at a later time. The motion was subsequently approved by the following vote: 5 – 0; Aye: Bautista, Chin, Coulter, Higueras, and Kane.

The anonymous citizen expressed dissatisfaction with the process being used to appoint a commission secretary.

Peter Warfield questioned whether the appointment process being utilized was proper. President Higueras responded that commission secretary was a civil service position, was being handled in compliance with civil service rules, and should not be equated with the appointment process for a city librarian.

AGENDA ITEM #3: CITY LIBRARIAN'S REPORT

City Librarian Luis Herrera reported on the recent American Library Association Mid-winter Conference. He urged library commissioners to

attend the reopening of West Portal Branch on February 10th as well as the upcoming reopening of Sunset Branch.

Mr. Herrera welcomed Chief of Main Kathy Lawhun who provided a handout entitled "1st Floor Renovation: Building Better Services for San Francisco" and summarized remodeling efforts underway in the main library.

In response to questions from President Higueras, Ms. Lawhun explained that the library was successfully negotiating mitigations with the contractor to avoid having to close the main's first-floor public restrooms for any extended period of time.

The city librarian informed the commission that at a future meeting he would bring forward a plan to increase Sunday open hours in the branch system.

Mr. Herrera described the Public Library's work with Recreation & Park Department to repair a bench near Western Addition Branch, and with DPW to complete work within the next several weeks on a retaining-wall project near Presidio Branch.

The city librarian offered an update on the library privacy audit. He reported that a consultant working with a committee of library staff was examining the library's policies and practices for collecting, maintaining, and safeguarding confidential patron and staff information, and he anticipated bringing findings and recommendations from the audit to the Library Commission at a future meeting.

Mr. Herrera deferred to the next meeting his report on Marjorie Stern's bequest to the library.

The anonymous citizen commented on Supervisor Mirkarimi's resolution urging the Library Commission to provide Sunday hours at branches. He expressed dissatisfaction with the length of time the library has taken with this matter.

Peter Warfield read aloud a portion of the Board of Supervisors' resolution urging the equitable distribution of Sunday hours at branches.

Sue Cauthen, Library Citizens Advisory Committee member, recalled previous discussions she had with the city librarian, and the resolution calling for additional Sunday and Monday open hours that LCAC had adopted.

In response to questions from commissioners, Mr. Herrera stated that the library has a working group examining the issue of providing additional open hours at branches, and that he expects to provide a recommendation to the commission next month which would implement additional hours prior to the end of the current fiscal year.

AGENDA ITEM #6: LIBRARY FY 2007-08 BUDGET WORKSHOP

The city librarian informed the commissioners that at their next meeting he would request approval for the budget which is due to the mayor's budget analyst on February 21st, and he welcomed Library Finance Director Jay Manglicmot.

Mr. Manglicmot provided reports dated February 1, 2007, entitled "Public Library: 2007-08 Proposed Budget" and "Budget Change Proposals," and he and the city librarian summarized the budget for the commission.

The anonymous citizen commented on what he perceived to be discrepancies between the budget reports, and he questioned the appropriateness of transferring library funding to the Branch Library Improvement Program.

Peter Warfield opposed the transfer of $4-million from the library to the bond program, and he expressed alarm at the BLIP's total projected budget shortfall.

In response to a question from President Higueras, the city librarian estimated that 12% of the total proposed budget would be expended for library materials. Mr. Manglicmot indicated that the proposed budget consolidates materials-related spending, and the city librarian offered to return to the commission with analysis of inflation rates for library materials and databases.

In response to questions from Commissioners Chin and Bautista, the finance director explained that the proposed budget includes an expenditure of reserve funds. In response to President Higueras, Mr. Herrera estimated that approximately three-quarters of the total budget is spent for staffing.

President Higueras voiced support for using library funds to maintain and renovate library facilities, and he emphasized the extent to which the worldwide escalation of construction costs had eroded the purchasing power of the library's bond-funded renovation projects.

In response to questions from Commissioner Kane regarding deferred maintenance, the city librarian stated that certain large maintenance expenses are budgeted over a period of years and that the proposed budget request adequately addresses them. President Higueras suggested that the library prepare a five-year facilities budget, and the city librarian agreed that such a process would be useful, particularly for items such as carpet replacement in the main library and facilities upgrades in the branches. Mr. Herrera noted that the proposed budget also includes the same amount of money for additional Sunday hours as the current budget.

Mr. Manglicmot noted that expenses that are not baseline expenses are considered to be budget changes, even if the expenses also occurred in the previous year, because of the controller's instructions for baseline budgeting.

Commissioner Chin departed the meeting at 8:08 PM.

AGENDA ITEM #2: APPROVAL OF THE MINUTES

The anonymous citizen expressed dissatisfaction with the draft minutes for the January 4th meeting, with his citizen summaries not being included in the draft minutes, and with the sound quality of the audiotape of the January 18th meeting. He noted that the January 4th minutes do not properly credit him for pointing out that Nancy Pelosi was a former library commissioner.

Peter Warfield agreed with the anonymous speaker's point regarding Speaker Pelosi, and requested that his own remarks concerning seismic safety be clarified with the word "poor*est*" seismic ratings, instead of merely "poor."

Commissioner Coulter requested that the minutes give the anonymous citizen credit for pointing out that Nancy Pelosi was a former library commissioner, and President Higueras requested that Mr. Warfield's remarks concerning seismic safety be amended to reflect that he said poorest seismic ratings.

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter, to approve the minutes of the regular meeting of January 4, 2007, as amended. Approved by the following vote: 4 – 0; Aye: Bautista, Coulter, Higueras, and Kane.

AGENDA ITEM #7: LABOR UNION REPORT

No report

AGENDA ITEM #9: NEW BUSINESS

Commissioner Bautista requested that the commission invite Jim Haas to a meeting to discuss the brochure produced by Civic Pride.

The anonymous citizen recalled his youth.

Mr. Warfield requested that items commissioners suggest for new business appear on future agendas.

ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Kane, that the regular meeting of February 1, 2007, of the San Francisco Public Library Commission be adjourned. Approved by the following vote: 4 – 0; Aye: Bautista, Coulter, Higueras, and Kane.

The meeting adjourned at 8:20 PM.

Richard Walsh
Acting Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2007

Item 1:
Public Comment

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

This Deputy City Attorney performed the transition from sitting in the audience to sitting on the stage and I always wanted her testimony about whether these meetings look any different.

I have been talking about the institutional ethos, or the ways institutions have a personality. The way it got started here is that John Bransten refused to attend a meeting with Marjorie Stern, and subsequently resigned. After that it became about who could drive who out of the library.

There was a time when Mr. Coulter ran into an equal and opposite force in the person of Mr. Herlihy. That it was not a pretty sight is an understatement.

The point is that this is a public meeting and there are supposed to be public standards of conduct."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2007

Item 2:
Approval of the Minutes: January 4, 2007

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

You have increased the margins and increased the typeface to conceal the fact the minutes are so grossly abbreviated as to compare to your worst examples from history.

The citizens summaries from the last time were not included and you claimed an administrative error. Apparently you have abandoned that explanation because these minutes do not include the citizen summaries.

The January 18 tape recording is about one-third inaudible. It is your claim that audio recordings are a suitable substitute. That shows it is not the case.

At this meeting I drew attention to 42 US Code 9501, related to the right to an explanation. That is not here and would be available if the citizen summaries were attached.

It was I that drew attention to Nancy Pelosi being a former Library Commissioner."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2007

Item 3:
City Librarian's Report

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

The Board of Supervisors passed a resolution encouraging you to address Sunday hours in the branches.

There are a couple things the City Librarian did not mention.

Supervisor Mirkarimi also said that there is a question about equal treatment with respect to certain areas in the City that have a skewed representation on Sunday.

The issue is not so much equal treatment as respect for the citizens. Citizens have stated over and over that their priority is Sunday hours. You have basically filibustered an entire year with respect to proper expenditure of this year's budget.

The issue is whether you respect the Supervisors who have a right to set priorities in the budget. If they back up a priority with $480,000 that priority ought to have been respected by now."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2007

Item 4:
Friends of the Library Report

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

I have it on good authority that Ellen Egbert is still giving money to the Friends, but this is only February.

The Writers Remember event is co-sponsored by the Friends & Foundation with the Library itself. I did go in hopes that no one would recognize me, and that appears to have been the case.

I am not sure how lively it was. We were celebrating people who have passed away. I enjoyed in very much. It as at least partially a Library event."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2007

Item 5:
Richmond/Senator Milton Marks Branch Library

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

I always speak as an anonymous citizen.

It is regrettable that we are not going to have a decision today.

It might have been more fruitful to have the budget workshop before this item, since the budget implications are crucial.

I hope when it comes back in two weeks there will be explanatory documents.

It should not be forgotten that this renovation was scheduled first before this budgetary pressure and it was some mistakes in relationship with and lack of consultation with the neighborhood that produced the delay in the first place.

I hope that the delay is realistic and that you are not just hoping that the people won't come back, because I assure you that they will."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2007

Item 6:
Library FY 2007-08 Budget Workshop

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

The slides were not available to the public.

The Budget Change Proposals that were mailed were six pages, but those available at this meeting were missing all of the even numbered pages.

There seems to be a discrepancy between the proposals and the figure for change in total expenditures.

The proposals include the BLIP transfer of $4 Million. The BLIP transfer is not a change proposal. There was a $4 Million transfer in last year's budget so you are just continuing to transfer money out of the library's operating budget into capital improvements in the Bond Program.

Citizens voted for the Library Preservation Program exactly so that there would be money for operating the library irrespective of any bond program.

How you will explain this to the citizens, I don't know."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2007

Item 8 – Part 1:
Public Employee Appointment – Secretary, Library Commission

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

This items comes without context. Previous hirings of a Commission Secretary have included extensive discussion of criteria, qualifications, process, consultants, aspects of the search and how wide the net would be cast.

Those discussions cannot take place in closed session. It is only the appointment itself that can take place in closed session. One wonders why you are proceeding without any of the context that we have seen before. I hope this is not getting toward the end.

We have made jokes about the only possible successful candidate would be Karl Rove and whether he would be available.

That points jokingly to a very serious issue which is that this person is not going to go through the kind of honeymoon that is sometimes expected. I hope you told him that."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2007

Item 8 – Part 2:
Public Employee Appointment – Secretary, Library Commission

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

I am not sure you have understood your deputy city attorney to the effect that you do not have to take public comment at this point. But if you want to hear from me again that is fine.

By voting not to disclose, you have inadvertently disclosed that there are now top candidates.

Based on my peripheral observation, apparently the City Librarian and the Assistant City Librarian are themselves candidates. They seem to have been a part of your session and I am sure your city attorney advised you that including people in your closed session waives the confidentiality that justifies the closed session.

We are already at the place where there are top candidates? It gives me a shiver."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2007

Item 9:
New Business

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

My anonymity is suffering more than usual.

I love show and tell. This brings me back to my childhood, when show and tell was just the most fun thing ever.

All of this brings me back to my childhood when every light seemed so bright. And it seemed that if you just waited one more year, when you thought you would be a whole other person in another year. Another year was like, 'I'm going to be five now.'

Since the clock is not on, I have unlimited time right?

Since I don't have unlimited time perhaps I will sit down. I am always in favor of new business, and I wish I was as anonymous as in those days."

1st FLOOR RENOVATION: Building Better Services for San Francisco

The first floor of the Main Library is undergoing a major renovation. The eight-month-long project, which will be completed in two phases, will make more books available to patrons, improve customer service and enhance the overall visitor experience at the Main.

First-phase improvements include: a new multi-function Borrower Services desk that can handle everything from checkout to fine payments to library card issuance; an automated sorting system for faster processing of materials; renovated restrooms; enhancements to the building's plumbing, heating, ventilation, electrical and mechanical systems; and new flooring.

During the first phase of construction, the Borrower Services area will be temporarily relocated in front of the Holds shelves. The Audiovisual Center, with a reduced collection of DVDs, VHS feature films, music CDs and audiobooks, will be temporarily relocated to the Steve Silver Beach Blanket Babylon Room on the fourth floor. Nonfiction and international films on VHS will continue to be housed on the first floor. The listening and viewing stations will be temporarily discontinued during construction. New, permanent self-check equipment will be installed mid-January throughout the building, as well as on the first floor.

The second phase, which begins in June, will include the relocation of all general fiction, large print, mysteries, science fiction and westerns from the third to the first floor. The First Stop browsing area on the first floor will be permanently removed and general fiction will be relocated to that area. Mysteries, science fiction and westerns will be housed in space behind the Express Internet waiting area, previously used by the Technical Services department (Technical Services moved to a new location in May 2005). New adult nonfiction previously in First Stop will be housed on floors three through five, depending on subject, while a selection of new adult nonfiction will be available on the first floor.

The new, larger combined area will make three times as many materials readily available to patrons. Previously, these materials were housed in closed stacks due to space limitations. Other improvements include the installation of a new Information Services desk, more computers and new seating and floor covering.

The Main Library will remain open during all phases of construction and most services will continue.

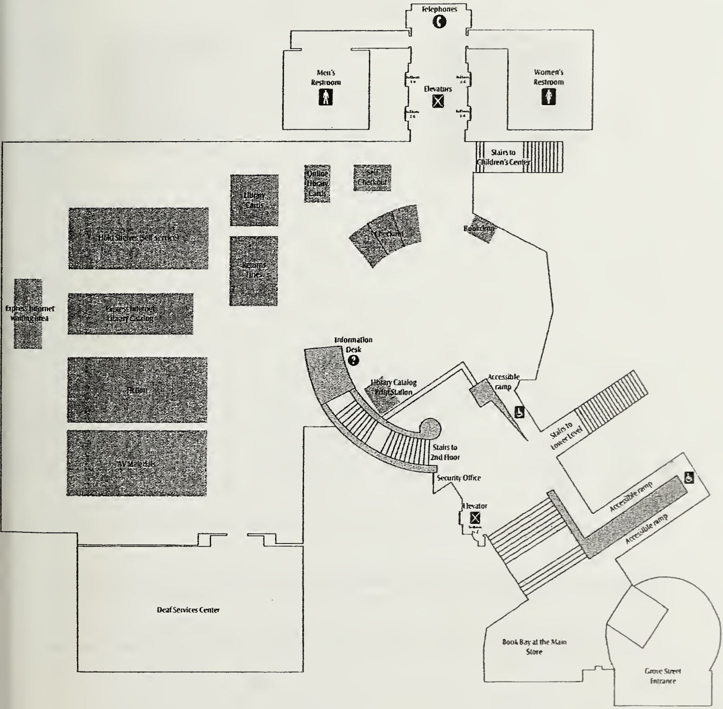
The renovation is the result of recommendations from the 2000 Main Library Post Occupancy Evaluation (POE) report, the Library's management team, the City's Bureau of Architecture and the Main's first floor library staff. The new Main Library opened in 1996.

2007

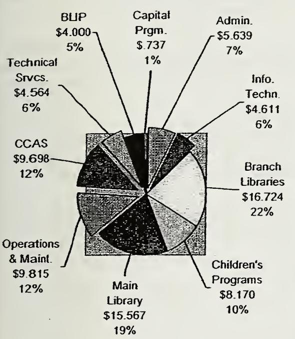
San Francisco Public Library

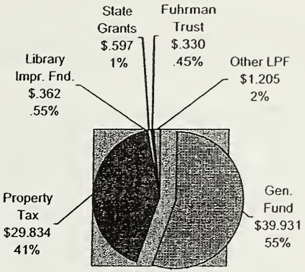
1st FLOOR RENOVATION

Building Better Services for San Francisco


Telephones
Men's Restroom
Elevators
Women's Restroom
Stairs to Children's Center
Online Library Cards
Self Checkout
Library Cards
Hold Shelves (Self service)
Checkout
Bookdrop
Returns Fines
Express Internet waiting area
Express Internet Library Catalog
Information Desk
Library Catalog Print Station
Accessible ramp
Fiction
Stairs to Lower Level
AV Materials
Stairs to 2nd Floor
Security Office
Accessible ramp
Elevator
Accessible ramp
Deaf Services Center
Book Bay at the Main Store
Grove Street Entrance

Budget Overview: 2007-08


Program Expenditure (millions)


Revenue by Source (millions)

	2006-07 AAO	2007-08 Proposed	Change	% Chg
Expenditures – Operations	$70,836,574	$74,788,474	$3,951,900	5.58%
Expenditures – Transfer to BLIP	$4,000,000	$4,000,000	$0	0%
Expenditures – Capital Program	$250,000	$737,459	$487,459	194.98%
Total Expenditures	**$75,086,574**	**$79,525,933**	**$4,439,359**	**5.91%**
FTE	**630.99**	**638.30**	**7.31**	**1.16%**

The Library's proposed budget for 2007-08 totals $79.526 million & supports approximately 638 FTE. It includes:

- **$1.273** million in baseline increases (salary/fringe adjustments required by labor contracts), including funds to continue the extended branch hours added in the budget in FY 06-07 by the Board of Supervisors, and,

- **$7.870** million in budget change proposals (BCP) which includes a $4 million transfer from the General Fund allocation to augment the BLIP budget to support renovation costs for the Branch Library Improvement Program (BLIP).

Revenue Budget

Public Library services are funded by annual revenue allocations made pursuant to Charter Section 16.109. The Charter requires allocation of property taxes equivalent to 2½ cents for every $100 of assessed property valuation in the City; and, allocation of non-discretionary General Fund equal to the percentage of non-discretionary General Fund received by the Library in 1992-93 (approximately 2%). Funding is appropriated to the Library through the Library Preservation Fund (LPF). For 2007-08, the Library is expecting an increase allocation of 5% from the Library Preservation Fund, totaling $69,765,500.

Revenue sources total $72.261 million with LPF baseline and other annual miscellaneous revenue (Fuhrman, gifts, grants, etc) accounting for 91% of proposed spending. The balance of revenue 9% is from LPF reserves. Revenue detail is shown below:

	2006-07	2007-08	Change	% Change
Property Tax	$29,834,000	$29,834,000	$ 0	0%
General Fund	$38,030,000	$39,931,500	$ 1,901,500	5%
Subtotal LPF Base	$67,864,000	$69,765,500	$ 1,901,500	5%
Misc. Annual Sources	$ 902,675	$ 1,205,675	$ 303,000	33.57%
Fuhrman Trust	$ 330,000	$ 330,000	$ 0	0.0%
LPF Reserve	$ 5,539,925	$ 7,265,117	$ 1,725,192	31%
State Grants & Subv.	$ 449,974	$ 597,182	$ 147,208	
Library Improv. Fund	$ 0	$ 362,459	$ 362,459	100%
Subtotal	$ 7,222,574	$ 9,760,433	$ 2,537,859	35%
Total	$75,086,574	$79,525,933	$ 4,439,359	5%

LPF allocations (General Fund & Property Tax) are up $1.9 million or 5% from calendar year appropriation levels (from $67.9 million to $69.8 million). Property tax allocations are projected to increase, but we don't know at this point since the Controller's 6 months projection report has not been released.

With regard to the Library Preservation Fund (LFP) reserve:

- Current balance is $8.967 million and administration recommends using $7.265 million to support the budget.
- If approved, the LPF would have a remaining balance of $1.702 million (cash basis) or 2.20% of baseline revenue.

Anticipated revenue growth means that:

- The Library will not have an operating budget deficit in 2007-08.
- There are funds available in the Library Preservation Fund to support spending proposals that enhance public service, increase books and materials collections, increase operating efficiencies, and maintain and repair Library facilities.

Summary:

Baseline revenue available to fund Library operations in 2007-08 totals $69,765,500. The proposed baseline budget for 2007-08 totals $79,525,933 or $9,760,433 more than available revenue. The increase covers mandated salary increases and Budget Change Proposals totaling $7,870,258. The Administration proposes spending $7,265,117 from the Library Preservation Fund reserve to bring spending in line with available revenue. The Library Preservation Fund Reserve would have a remaining balance (cash basis) of $1,702,035 or 2.20% of baseline revenue.

The proposed budget supports library services and operations in keeping with the department's priorities which emphasize public services and outreach; improved library collections; asset management; public safety and security; technology infrastructure and the Branch Library Improvement Program.

Next Steps:

All City Departments are required by the Mayor to submit their budgets on **February 21, 2007**. As part of the budget development process, the City's Capital Planning Committee (CPC) annually updates its ten-year capital plan for city-owned facilities and infrastructure and all departments must submit their annual capital budget proposals (projects in excess of $50,000) to the CPC based on the ten-year plan. The CPC reviews all City Department budget proposals and makes recommendations to the Mayor and the Board of Supervisors on all budget proposals. The Library will be presenting its FY 07-08 capital budget and discussing its ten-year capital plan to the CPC on **February 5, 2007**. The Library's Renewal Program over the ten-year period is estimated to be $6M, which will be fully funded through our annual budget appropriation. The Library's Enhancement Program is broken into two, five year phases: (1) the first phase is between FY 07-08 and FY 11-12 and includes the selling of the remaining $31M in un-issued BLIP bonds, the appropriation of $1M in bond interest and $6M in both developer impact fees and additional dollars from the Library's general fund set-aside; (2) the second phase is between FY 12-13 and FY 16-17 and as this time there are no major enhancements scheduled for that time frame. The Library will also be discussing the estimated budget shortfall for BLIP of $40M at the February 5th meeting. The CPC will make recommendations to the Mayor and the Board of Supervisors on how the Library should bridge that gap in order to complete the BLIP as planned.

The Library Commission will be asked to take action on the proposed FY 07-08 budget during its meeting on **February 15th**. A summary of the Budget Change Proposals (BCP) are included in this report.

	FY 2007-2008 Budget Change Proposal		Amount
Public Services and Outreach			
1	New Library Newspaper Editor	$	72,604
2	Staffing for Adult Outreach Program	$	72,188
3	Support Services for the Youth Guidance Center's Library	$	40,873
4	Enhancement of the Supporting Successful Teens Program	$	23,000
5	Statistics Enhancement & Standardization	$	9,075
6	Graphic Artist Position Upgrade	$	7,891
7	Continuation of the Every Child Ready to Read Caregiver Workshop	$	6,000
8	Restoration of the Office of Children and Youth Services' Materials' Budget	$	5,000
		$	**236,631**
Library Collections			
9	Augmentation to Library Book and Materials Budget	$	1,490,000
10	Position Upgrade	$	120,111
11	Book Processing Supply Budget Enhancement	$	41,520
12	Archibal Shelving at the Main Library	$	13,000
13	Update authority records in bibliograhic database	$	11,000
		$	**1,675,631**
Asset Management			
14	Completion of the First Floor Post Occupancy Evaluation (POE) Project at the Main	$	362,459
15	Restoration of Historic Infrastructure at branch Libraries	$	125,000
16	Installation of a Variable Frequency Drive for the Air Conditioning Chiller at the Main	$	85,000
17	Installation of a turning vanes in fan room one at the Main	$	70,000
18	Replace the partition between Latino/Hispanic Rooms A & B at the Main	$	41,000
19	Interior Painting at the Main	$	40,000
20	LCD light conversion at the Main	$	40,000
21	Branch Library Irrigation System Repair	$	20,000
		$	**783,459**
Public Safety and Security			
22	Continue Enhancement of the Fulton Street Landscaping at the Main	$	50,000
23	Branch Libary Paging System	$	45,000
24	Main Library Elevator Lighting & Floor Repair	$	30,000
25	Enhance Homeless Outreach Team (HOT) Work Order with Dept. of Public Health	$	20,000
		$	**145,000**
Technology Infrastructure			
26	PC and Laptop Refreshments	$	225,000
27	Upgrade to Wide Area Network (WAN)	$	193,900
28	Milennium Server Upgrade	$	125,062
29	Main Library Telephone Upgrade	$	97,000
30	Continuation of Self-Check Equipment Purchases	$	89,132
31	Replacement of Digital Microfilm Scanner	$	56,728
32	Upgrade of the Main Library Telecom Closets	$	45,000
33	Information Technology Position Upgrade	$	38,054
34	ILS Maintenance & Services	$	11,363
35	Increase in A/V Presentation and Media Production Systems Maintenance & Supplies	$	8,500
		$	**889,739**
General Services			
36	Correcting the Library's department-wide training budget	$	55,000
37	Truing-up the Library's department-wide premium pay and temporary salary budgets	$	50,000
38	Increase in hours for a 1404 Clerk Typist in Human Resources	$	30,799
39	Property Tax Monies	$	4,000
		$	**139,799**
Branch Library Improvement Program			
41	Transfer to Branch Library Improvement Program	**$**	**4,000,000**
	TOTAL	**$**	**7,870,259**

FY 2007 - 2008
Budget Change Proposals

UBLIC SERVICES AND OUTREACH:

Staff Support for Library Publications **$72,604**

One full time Editor to write and manage publication of the library newsletter, *At the Library,* which was formerly managed by Friends of the Library staff. The newsletter is the library's primary vehicle of communication with its patrons and supporters and serves an important function in conveying news about library programs and services, including the status of BLIP renovations. A permanent, benefited position is needed to accomplish this task and attract a high quality editor.

Staffing for Adult Outreach Program **$72,188**

One new adult services Librarian I position to coordinate adult public programs for the branches and Main. This adult services librarian would support the library's priority to coordinate department wide outreach programs and to promote library services to target communities. In addition to these duties, the position would be responsible for coordinating the library's successful *One City One Book* and *On the Same Page* community reading programs.

Support Services for the Youth Guidance Center's Library **$40,873**

One part-time Library Assistant to support the existing Librarian at the Youth Guidance Center's new Library. The Library Assistant would provide basic clerical, processing and shelving functions which would free the Librarian to do professional level work with the youth and to oversee the volunteers. This proposal also includes funds for two new computers and a printer, which will be used by the new employee, the volunteers and the youth utilizing the Library.

Support for the *Successful Teens* Program **$23,000**

Support for the *Successful Teens* Program includes monies for the SAT preparation program; the City's Reproduction Services to mass produce approved booklists, guides and other support print items for teens; and the purchase of laptops for the Teen Services Librarians because they work in more than one location and will not have a permanent desk/work space. Laptops will aid them in their work as they can carry them from site to site as well as on class visits.

Library Statistics Enhancement and Standardization Software **$9,075**

In order to enhance and standardize statistics the Library would purchase an annual subscription to a software program called *Counting Opinions LibSat* which standardizes customer satisfaction surveys and measures satisfaction, quality, usage, etc. for each branch library and the Main. This software would enable the Library to benchmark both within the system each year and with other comparable systems and would quantify Library performance.

Graphic Artist Position Upgrade **$7,891**

One of the Library's Graphic Artist positions currently has lead worker designation and provides design direction for the department and supervises the work of the reproduction staff, as well as managing all external communications with City Reproduction, AAA Banner & Flag and other city or external vendors. All incoming work is evaluated by the lead Graphic Artist and the workload shared with and distributed between the 1.5 FTE graphics staff. This upgrade is to reconcile the current responsibilities of the position to the job description.

Continuation of the *Every Child Ready to Read* Caregiver Workshops **$6,000**

Funds were provided for workshops for parents and caregivers during the first year of the program. As the public and other agencies have become aware of the early literacy program and the Library is becoming more active in and responsive to our community, it is important that the Library continue to provide the training resources that parents and care providers are coming to expect. This budget request supports a significant department goal and priority for early literacy.

8. Restoration of the Children and Youth Services' Materials Budget **$5,000**

The Children and Youth Services' materials budget was reduced in the FY 2006-2007 budget. These funds are used to purchase materials and supplies for all of the children and youth services librarians throughout the system As a result of the reduction, the division was unable to purchase craft and other program supplies as needed and has therefore impacted public programs provided for children and teens.

LIBRARY COLLECTIONS:

. Increase to the Library Books and Materials Budget **$1,490,000**

The books and materials collection is an essential and core service of the San Francisco Public Library. The emphasis on books and materials is reinforced by the intent of the Library Preservation Fund, as well as a significant strategic priority for the Library. Enhancements include additional funding for opening day collections, new and renewed electronic databases, computer and travel books and international languages. The adjustment to the book budget will also offset inflationary effects.

0. Staff Support for Technical Services Division **$120,111**

Increases in the Library's book and materials' budget necessitate an increase in staffing to manage and process the ordering and receipt of materials in a timely and efficient manner. The Technical Services division is requesting one full-time Library Assistant to unpack and receive materials and one full-time Library Technical Assistant II to manage all the orders for non-print materials and electronic periodicals, as well as assist in the ordering of additional materials as a result of the book budget augmentation.

1. Book Processing Supply Budget Enhancement **$41,520**

In order to accommodate the $1,490,000 increase in the Library's Book and Materials Budget, Technical Services is requesting an increase in its processing supplies budget. Additional supplies will be needed to process the books and non-print materials and include items such as barcode labels, plastic jacket protectors, spine labels, theft detectors, media cases and other related supplies.

2. Archival Shelving at the Main Library **$13,000**

The Main Library is requesting funds to purchase archival shelving to properly store collections in acid-free cartons of SF History and Gay & Lesbian archives. This proposal will allow the finishing up of the shelving in the former Print Shop where the Gay & Lesbian archives are being moved in FY 06-07 and expand our capacity to accommodate the Coroner's and Medical Examiners' archives that were acquired in FY 06-07.

. Update Authority Records in bibliographic database **$11,000**

Additional funds are required to update the names and subject headings in the Library's online catalog to conform to the Library of Congress standards. The last time a comprehensive update was done to the database was in 2003.

SSET MANAGEMENT:

. Completion of the First Floor Post Occupancy Evaluation (POE) Project at the Main **$362,459**

This request appropriates the interest from the accumulated POE monies and other non-Library Preservation Fund monies to finish the entire first floor POE project, including the contingency fund as well as permitting the Library to renovate the third floor restrooms to match the first floor renovations.

. Restoration of Historic Infrastructure at Branch Libraries **$125,000**

The Library will begin targeting historic preservation infrastructure at branch libraries. This initial year, the Operations and Maintenance Division is requesting funds to renovate and restore the entry stairs and front wall at the Chinatown Branch and to perform brick and terra cotta repairs at the Presidio Branch Library.

16. Installation of a Variable Frequency Drive for the Air Conditioning Chiller at the Main **$85,000**

Installation of a variable frequency drive (VFD) on the Air Conditioning Chiller at the Main Library will permit Operations and Maintenance to better monitor and control the chiller motor and ensure that it runs as efficiently as possible, with the least strain on the motor. This will result in lower energy use, longer life for the motor, and enhanced reliability.

17. Installation of a turning vanes in fan room one at the Main **$70,000**

A deficiency in the original design and construction of fan room two causes excess air turbulence, resulting in higher energy costs and more wear and tear on the motor as they work to overcome the restriction. The installation of turning vanes will direct the air smoothly upwards towards the ceiling ducts, increasing efficiency, allowing the two 150 HP motors to run at slower speeds, and ensuring that the fan room can deliver adequate cooling air on hot days. By reducing fan speed, the turning vanes will increase motor life and reliability, and decrease energy consumption, resulting in maintenance and energy savings.

8. Replace the partition between Latino/Hispanic Rooms A& B at the Main **$41,000**

The Operations and Maintenance Division is requesting monies to replace the existing partitions between Latino/Hispanic Rooms A & B because the partitions are breaking and replacement parts are no longer available. The sound seals at the bottom of the doors are failing. These doors are also difficult and less safe to operate compared to newer designs.

9. Interior Painting at the Main **$40,000**

This proposal will increase the Library's Work Order with the Department of Public Works to provide painters at the Main Library to repaint various floors of the Main Library on a regular and rotating basis. Dedicated, full-time staffing is needed in order to achieve repainting of floors in a timely fashion.

0. LCD Light Conversion at the Main **$40,000**

The Operations and Maintenance Division is requesting funds to replace existing light bulbs with the new LED light bulbs which have a lifespan of approximately ten years. The project will require each fixture to be converted; this is a one time installation cost. Once the fixtures are converted, future maintenance will consist of simply changing the bulb once every ten years. The standard bulbs typically require replacement within a year. The replacement is both complicated and dangerous for the Library staff. Many of these fixtures need to be accessed from special scaffolding suspended from the roof, in spaces as high as six stories.

1. Branch Library Irrigation System Repair **$20,000**

Maintenance of branch irrigation systems has been deferred for years, which in turn has made it difficult to maintain landscaping in good condition. This proposal would create a work order with the Recreation and Park Department to restore systems that are broken and to maintain the new systems installed at the Branch Library Improvement Program (BLIP) project sites in excellent working order. There will be savings realized in landscape plantings that will not die and need replacement, and the appearance of the branch landscaping will be improved.

UBLIC SAFETY AND SECURITY:

2. Continued Enhancement of the Fulton Street Landscaping at the Main **$50,000**

The recent enhancement project of the Main Library's Fulton Street Lawn has addressed longstanding maintenance and repair issues of landscaping drainage. This proposal will complete the enhancement project and thereby reduce maintenance costs in the long-run for the Library.

3. Branch Library Paging System **$45,000**

The Branch budget request includes funds for the installation of a paging system at the Sunset Branch Library. Branch paging systems are key piece of technical infrastructure that supports basic public safety and service. The system is used to make important safety announcements to patron during open hours and is used to notify patrons when the building is preparing for closure so they are prepared to check-out materials, complete work on computers, make arrangements for transportation home, etc.

24. Main Library Elevator Lighting Upgrade & Floor Repair $30,000

This proposal includes funds to improve the elevator lighting in the Main Library's elevators and repair the flooring in Staff elevator five. The current design of the ceiling panels makes it very difficult for staff to clean the translucent panels, or to remove them to change light bulbs. All of the elevators would receive new lighting and ceilings, resulting in a more pleasant environment for public and staff and make cleaning the ceilings and replacing light bulbs more efficient and less dangerous Staff elevator five will also have its floor replaced. The current flooring is breaking up and being kept serviceable only through unsightly patching.

25. Enhance Homeless Outreach Team Work Order with Department of Public Health $20,000

In FY 06-07 the Library successfully launched a collaboration with the Department of Public Health (DPH) and the Homeless Outreach Team (HOT) to access additional resource support with expertise in social work and mental health services to assist Library staff and patrons. This proposal requests funds to enhance the existing services of HOT outreach workers at the Main Library, develop other relationships with DPH staff especially Behavioral Health, and explore expanding training for Main Library staff.

TECHNOLOGY INFRASTRUCTURE:

26. PC and Laptop Refreshment $225,000

The Information Technology Division is requesting monies to replace 220 public desktops and 13 laptops for mobile workstations for staff. Cost of ownership has increased in recent months due to the higher number of service calls related to the public desktop models. The Library's three-year Computer Refreshment Program is implemented in stages so as to spread the costs over several fiscal years. The new desktops will provide better performance and user experience for the public. It will help to reduce the cost of IT support since the new desktops will be under the manufacturer warranty and reduces the internal IT cost of servicing the desktops.

7. Upgrade to Wide Area Network (WAN) $193,900

This proposal would upgrade branch library Wide Area Network (WAN) links to 11 locations: Main Library, Mission Branch, Chinatown Branch, Sunset Branch, Excelsior Branch, Glen Park Branch, Ocean View Branch, West Portal Branch, Marina Branch, Noe Valley Branch, and Mission Bay Branch. With increasing Internet bandwidth demand from patrons accessing online video content, online databases, library catalog and Millennium system, and other bandwidth-intensive Internet applications, the Library needs to upgrade the connectivity to the branches. The new infrastructure will provide upgrade flexibility and an entry into higher bandwidth demand in the future.

. Millennium Server Upgrade $125,062

The Information Technology Division's budget proposal included a request to upgrade the Millennium server. The current Millennium ILS Server was purchased in 2002 when the Library converted from the Data Research Associates ILS to the present Innovative Interfaces Millennium system. The server is at the end of its 5-year lifecycle. A new server is required to meet growing usage and processing demands of our library applications software and databases. The San Francisco Public Library is essentially a 24x7 operation with web-based services supplementing traditional library services.

. Main Library Telephone Upgrade $97,000

The Main Library's voice system is outdated and no longer supported. A continuation of the upgrade path for the Main Library's telephone system that would be in synch with the branch EPN system is being proposed. The new system will be IP-ready for possible future migration to Voice-Over IP and all telephone units and circuit packs would be replaced. Analog lines such as for fax and TTY will remain.

Continuation of Self-Check Equipment Purchases $89,132

This proposal includes a request to purchase four self-check units for three branch libraries that will not be receiving such units through the BLIP. Those libraries include: Ocean View, which will receive two self-check units, Mission and Chinatown branch libraries.

1. **Replacement of Digital Microfilm Scanner** $56,728

The Library's current microform equipment is six years old and the models were discontinued three years ago. The manufacturer is obligated to supply parts and maintenance for three more years. This request is to start to replace the equipment with new generation of equipment. The replacement plan would be four in FY 07-08 and four in FY 08-09.

2. **Upgrade of the Main Library Telecom Closets** $45,000

In FY 06-07 the Information Technology Division requested funds to replace the non-standard data jacks in all Main Library telecomm closets with standard data jacks approved and serviceable by the Department of Telecommunication and Information Services. The request was partially funded and we will be able to complete approximately 12 to 13 of 19 closets during this fiscal year. This proposal requests funds to complete the project in FY 07-08.

3. **Information Technology Position Upgrade** $38,054

The Information Technology Division has two 0.5 FTE 1022 vacancies which were designated for reclassification to a full time 1042 in FY 06-07. The reclassification was approved by the City's Department of Human Resources but was held back by the Budget Analyst in anticipation of a City-wide review of IT positions. That review did not materialize and with increasing need and urgency the request is renewed for fiscal year 07-08. With the proliferation of the Internet, mobile computing and advanced telecommunication services, servers and network infrastructure are critical components of the Library's IT operation. These systems require advanced knowledge of networking, network security, wireless, and server operation. The Library's IS Administrator 1022 positions primarily serve as desktop support technicians, providing support for PCs, printers, desktop peripherals and desktop software.

4. **ILS Maintenance and Services** $11,363

The Information Technology Division is requesting $11,363 of additional funds for maintenance and support of its ILS, Innovative Interfaces Inc. Millennium; Link+ program and maintenance and support of the Library's blind and print disabled system, Keystone Automated Library System.

5. **Increase in A/V Presentation and Media Production Systems Maintenance and Supplies** $8,500

While the Library has increased the number of installed A/V systems in the branches the funding for Media Services maintenance and supply activities has remained level for the last five fiscal years. The A/V systems require replacement lamp purchases and periodic accessories upgrades and replacements, such as microphones, cables and other minor components. The current funding level is insufficient for existing systems and in light of branch library reopening in the upcoming fiscal year, the Communications, Collections and Adult Services is requesting an increase in its A/V maintenance and supplies budget.

ENERAL SERVICES:

6. **Correcting the Library's department-wide training budget** $55,000

The Human Resources Division is requesting an increase in its training Work Order budget to match its actual needs. New mandates at the City/County level as well as at the State level are requiring additional trainings that must be conducted by or through the City's Department of Human Resources or the General Services Administration's Central Shops Division. These Work Orders would use City/County staff to provide the required training.

7. **Adjustment to Library's department-wide premium pay and temporary salary budgets** $50,000

Prior increases in both temporary salaries and premium pay have been nominal and have not kept pace with actual usage or salary increases. This modest increase is based on a usage analysis over the past four fiscal years, excluding 06-07 figures to date, and takes into account the implementation of a more streamlined hiring process for hiring permanent positions which could impact the need for temporary positions.

38. Increase in hours for a 1404 Clerk Typist in Human Resources **$30,799**

The Human Resources Division is requesting to make its 1404 Clerk position full-time to meet the increasing needs of Human Resources and its Training Program due in large part to additional training mandates are both the local and state levels.

39. Property Tax Monies **$4,000**

Currently there is no budget for property taxes even though the Library has paid them in the past. This proposal would add monies based on prior year expenditures to properly budget for these expenditures.

BRANCH LIBRARY IMPROVEMENT PROGRAM:

40. Transfer to Branch Library Improvement Program **$4,000,000**

This BCP calls for appropriating $4,000,000 from the Library's General Fund allocation to augment the BLIP reserve to support renovation costs for the Branch Library Improvement Program (BLIP).

Grand Total: **$7,870,259**

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Gavin Newsom
Mayor

Charles A. Higueras, AIA
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, February 15, 2007**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

The meeting will be called to order.

1. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. **APPROVAL OF THE MINUTES** **ACTION**
Presentation and discussion of, and possible action to approve, the Minutes of the regular meeting of January 18, 2007.
Explanatory document: draft minutes

3. **RICHMOND/SENATOR MILTON MARKS BRANCH LIBRARY** **ACTION**
Presentation and discussion of the renovation of the Richmond Branch/Senator Milton Marks Branch Library, and possible action to redesign or increase the project budget.

4. **BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) REPORT** **DISCUSSION**
Presentation and discussion on the progress and status of the 2000 Branch Library Improvement Program (BLIP).

5. **BOND PROGRAM MANAGER'S REPORT** **DISCUSSION**
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of an *informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports*: none.
Explanatory documents: current Budget Report and Branch Library Summary Schedules

6. **LIBRARY FY 2007-2008 BUDGET** **ACTION**
Presentation and discussion of, and possible action to approve, the Public Library's proposed 2007-08 budget.
Explanatory documents: 2007-08 Proposed Budget; 2007-08 Budget Change Proposals

7. **ADJOURNMENT** (requires motion & public comment) **ACTION**

R. Walsh, Acting Secretary, 2/12/07

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

TO ENSURE THE PARTICIPATION OF THE DISABLED PUBLIC IN ALL COMMISSION PUBLIC MEETINGS, THE FOLLOWING ITEMS CONCERNING ACCESSIBILITY WILL BE AVAILABLE:

SIGN LANGUAGE INTERPRETERS OR NOTE TAKERS WILL BE AVAILABLE UPON REQUEST. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 48 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A SOUND ENHANCEMENT SYSTEM WILL BE AVAILABLE UPON REQUEST AT THE MEETINGS. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 48 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A PERSON WHO IS DEAF OR HEARING IMPAIRED MAY GAIN MEETING INFORMATION PRIOR TO THE MEETING BY CALLING 415/557-4433 (TDD) OR 415/557-4434 (VOICE). IN ADDITION, THE CALIFORNIA RELAY SERVICE CAN BE USED BY INDIVIDUALS WITH HEARING AND SPEECH IMPAIRMENTS BY CALLING 1-800/735-2929 (TDD) OR 1-800/735-2992 (VOICE).

MINUTES OF THE MEETINGS ARE AVAILABLE IN ALTERNATIVE FORMATS. IF YOU REQUIRE THE USE OF A READER DURING THE MEETING, PLEASE CONTACT THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED AT 415/557-4253 AT LEAST 48 HOURS IN ADVANCE OF THE NEED.

INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CALL THE ACCESSIBILITY HOTLINE AT 415/554-8925 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ASSIST SAN FRANCISCO'S EFFORTS TO ACCOMMODATE SUCH PEOPLE, ATTENDEES AT PUBLIC MEETINGS ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL-BASED PRODUCTS. PLEASE HELP THE CITY TO ACCOMMODATE THESE INDIVIDUALS.

LIBRARY COMMISSION MEETINGS WILL BE HELD AT THE MAIN LIBRARY, 100 LARKIN STREET AT GROVE, LOWER LEVEL, KORET AUDITORIUM, EXCEPT WHEN OTHERWISE NOTICED. THE COMMISSION MEETING ROOM IS WHEELCHAIR ACCESSIBLE. THE CLOSEST ACCESSIBLE BART STATION IS CIVIC CENTER. THE ACCESSIBLE MUNI LINE SERVING THIS LOCATION IS THE #19 POLK. FOR INFORMATION ABOUT MUNI'S ACCESSIBLE SERVICE, PLEASE CALL 415/923-6142.

THERE IS ACCESSIBLE PARKING AVAILABLE AT 355 MCALLISTER, CIVIC CENTER PLAZA GARAGE. CALL 415/863-1537.

ACCESSIBLE SEATING FOR PERSONS WITH DISABILITIES (INCLUDING THOSE USING WHEELCHAIRS) WILL BE AVAILABLE AT MEETINGS.

THE RINGING OF AND USE OF CELL PHONES, PAGERS AND SIMILAR SOUND-PRODUCING ELECTRONIC DEVICES ARE PROHIBITED AT THIS MEETING. PLEASE BE ADVISED THAT THE CHAIR MAY ORDER THE REMOVAL FROM THE MEETING ROOM OF ANY PERSON(S) RESPONSIBLE FOR THE RINGING OR USE OF A CELL PHONE, PAGER, OR OTHER SIMILAR SOUND PRODUCING ELECTRONIC DEVICES.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

GOVERNMENT'S DUTY IS TO SERVE THE PUBLIC, REACHING ITS DECISION IN FULL VIEW OF THE PUBLIC. COMMISSIONS, BOARDS, COUNCILS AND OTHER AGENCIES OF THE CITY AND COUNTY EXIST TO CONDUCT THE PEOPLE'S BUSINESS. THIS ORDINANCE ASSURES THAT DELIBERATIONS ARE CONDUCTED BEFORE THE PEOPLE AND THAT CITY OPERATIONS ARE OPEN TO THE PEOPLE'S REVIEW. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT ADELE DESTRO BY MAIL TO INTERIM ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 DR. CARLTON B. GOODLETT PLACE, ROOM 244, SAN FRANCISCO CA 94102-4689; BY PHONE AT 415 554 7724; BY FAX AT 415 554 7854; OR BY EMAIL AT SOTF@SFGOV.ORG.

CITIZENS INTERESTED IN OBTAINING A FREE COPY OF THE SUNSHINE ORDINANCE CAN REQUEST A COPY FROM MS. DESTRO OR BY PRINTING CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE ON THE INTERNET, HTTP://WWW.SFGOV.ORG/SUNSHINE/

SAN FRANCISCO LOBBYIST ORDINANCE

ATTENTION: INDIVIDUALS AND ENTITIES THAT INFLUENCE OR ATTEMPT TO INFLUENCE LOCAL LEGISLATIVE OR ADMINISTRATIVE ACTION MAY BE REQUIRED BY THE SAN FRANCISCO LOBBYIST ORDINANCE [SF CAMPAIGN & GOVERNMENTAL CONDUCT CODE SEC. 2.100] TO REGISTER AND REPORT LOBBYING ACTIVITY. FOR MORE INFORMATION ABOUT THE LOBBYIST ORDINANCE, PLEASE CONTACT THE ETHICS COMMISSION AT 30 VAN NESS AVENUE, SUITE 3900, SAN FRANCISCO, CA 94102, TELEPHONE (415) 581-2300, FAX (415) 581-2317 AND WEB SITE: SFGOV.ORG/ETHICS.

MICHAEL HOUSH, COMMISSION SECRETARY 12/29/04

DRAFT

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102 - 4733

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
DRAFT minutes for the regular meeting of Thursday, February 15, 2007

The San Francisco Public Library Commission held a regular meeting on Thursday, February 15, 2007, in the Koret Auditorium, Main Library

CALL TO ORDER: 4:39 PM

COMMISSIONERS PRESENT: Bautista, Chin, Coulter, Higueras, Kane, and Munson present at roll call. Commissioner Gomez arrived at 4:52 PM.

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APPROVAL OF THE MINUTES

MOTION: by Commissioner Chin, seconded by Commissioner Bautista, to approve the minutes of the regular meeting of Thursday, January 18, 2007, as circulated.

PUBLIC COMMENT: An anonymous citizen spoke in opposition to the motion due to what he felt was the abbreviated nature of the minutes, and described a recent honor received by former Library Commissioner Rae Richardson.

Peter Warfield spoke in opposition to the motion and requested amendments to the summaries of his statements.

ACTION: The motion was approved by a vote of 7 – 0. Voting aye: Bautista, Chin, Coulter, Gomez, Higueras, Kane, and Munson.

RICHMOND/SENATOR MILTON MARKS BRANCH LIBRARY

Action on this agenda item was postponed.

PUBLIC COMMENT: The anonymous citizen disagreed with the commission's proposal and called attention to recent items in the San Francisco Examiner.

Peter Warfield described recent Examiner items and opposed the transfer of library funds to the Bond Library Improvement Program.

Ron Miguel expressed support for implementing the Richmond Branch renovation as originally designed.

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Sherry Rosenberg expressed support for the Richmond Branch renovation as originally designed, and called attention to Richmond District History Day.

A parent from the Richmond neighborhood spoke in support of the Richmond Branch renovation.

Adam Berger spoke in support of the Richmond Branch renovation.

David Hooper, an Excelsior resident, spoke in support of the Bond Library Improvement Program.

Donna Bero, executive director of Friends of the Library, spoke in support of the Bond Library Improvement Program.

Marian Chatfield-Taylor, Friends of the Library staff person, read two statements in support of the Richmond Branch renovation.

BRANCH LIBRARY IMPROVEMENT (BLIP) PROGRAM REPORT

The Commission received a report from BLIP Manager Marilyn Thompson and City Librarian Luis Herrera regarding the status of the BLIP.

PUBLIC COMMENT: The anonymous citizen spoke in opposition to the transfer of library funds to the BLIP and questioned the causes of the projected budget shortfall.

Peter Warfield spoke in opposition to the transfer of library funds to the BLIP and questioned the causes of the projected budget shortfall.

Fran Martin spoke in support of the Visitacion Valley Branch project as originally designed.

Camilla Smith spoke in support of full implementation of the BLIP.

Anne Seeman, representing the Greenway Project, spoke in support of the BLIP and construction of a new branch for Visitacion Valley.

Mauricio Vela, Bernal resident, advised the Library Commission on the BLIP.

Celeste Jiminez spoke in support of full funding for the BLIP.

Betty Parshall spoke in support of full implementation of the BLIP.

Edie Epps spoke in support of full implementation of the BLIP.

RECESS: The Library Commission meeting recessed at 7:04 PM and reconvened at 7:19 PM.

LIBRARY FY 2007-2008 BUDGET

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter, to approve the Public Library's proposed 2007-08 budget.

PUBLIC COMMENT: The anonymous member of the public spoke in opposition to the motion, sought a plan for additional Sunday open hours, and questioned whether the reserve fund was sufficient.

Peter Warfield spoke in opposition to the motion and characterized the budget as shameful.

ACTION: The motion was approved by a vote of 7 – 0. Voting aye: Bautista, Chin, Coulter, Gomez, Higueras, Kane, and Munson.

ADJOURNMENT

MOTION: by Commissioner Munson, seconded by Commissioner Kane, to adjourn the regular meeting of Thursday, February 15, 2007, in memory of former Library Commissioner Dorothy Caspers.

PUBLIC COMMENT: The anonymous citizen spoke in support of the motion and recalled Commissioner Caspers.

ACTION: The motion was approved by a vote of 7 – 0. Voting aye: Bautista, Chin, Coulter, Gomez, Higueras, Kane, and Munson.

The regular meeting of February 15, 2007, of the San Francisco Public Library Commission adjourned at 8:04 PM.

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library Commission
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Phone 415.557.4233, Fax 415.557.4240

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the regular meeting of Thursday, February 15, 2007

The San Francisco Public Library Commission held a regular meeting on Thursday, February 15, 2007, in the Koret Auditorium, Main Library.

The meeting was called to order at 4:39 PM with Commissioners Bautista, Chin, Coulter, Higueras, Kane, and Munson present. Commissioner Gomez arrived at 4:52 PM.

AGENDA ITEM #1: PUBLIC COMMENT

Sue Cauthen, member of the Library Citizens Advisor Committee (LCAC), announced that the Board of Supervisors unanimously passed legislation extending the committee for another two years, and she expressed pleasure at working to ensure that San Francisco Public Library excels.

The anonymous citizen commented on recent articles, letters, and an editorial that appeared in the San Francisco Examiner regarding San Francisco Public Library and the bond program.

Peter Warfield, LCAC member, showed members of the commission a copy of the Examiner and described articles and letters that dealt with the library's bond program and Sunday open hours. He stated that the newspaper's interest reflected the public's support of library services in general, despite criticism of the library's financial management.

AGENDA ITEM #2: APPROVAL OF THE MINUTES

The anonymous citizen expressed dissatisfaction with the minutes of the meeting of January 18, 2007, and he announced that the Board of Supervisors recently honored former Library Commissioner Rae Richardson.

Commissioner Gomez arrived at 4:52 PM.

Peter Warfield expressed dissatisfaction with the minutes and offered examples where he felt that his statements were misrepresented.

MOTION: by Commissioner Chin, seconded by Commissioner Bautista, to approve the minutes of the regular meeting of Thursday, January 18, 2007, as circulated. Approved by the following vote: 7 – 0; Aye: Bautista, Chin, Coulter, Gomez, Higueras, Kane, and Munson.

AGENDA ITEM #3: RICHMOND/SENATOR MILTON MARKS BRANCH LIBRARY

President Higueras explained that he had hoped the commission would be able to take action on the renovation of Richmond Branch at this evening's meeting, but that negotiations were not yet complete and the item would have to be postponed to a future meeting. He reiterated the Library Commission's intention to realize the Richmond renovation project as originally designed, and he welcomed public comment on the issue.

The anonymous citizen criticized the commission for placing Richmond Branch renovation on the past three agendas and not taking action, and President Higueras reiterated for him the cause of the delay and expressed the commission's sense of urgency related to the Richmond project. The anonymous citizen addressed the importance of public comment.

Tim Hines, co-chair of the Richmond District Library Campaign, introduced his son and urged the Library Commission to move forward with the Richmond Library renovation as originally designed.

Peter Warfield suggested that action items not be added to agendas unless the commission is certain that it will be able to take action, and he characterized the agenda's wording of the Richmond Branch item as ambiguous.

Ron Miguel, president of the Planning Association for the Richmond, expressed gratitude to the Library Commission for repeatedly calendaring this item so that it would be in a position to take action as soon as possible. Mr. Miguel emphasized that if the renovation project had not appeared on the agenda and the negotiations had been completed as hoped, action would have been delayed because the commission cannot consider items that do not appear on the agenda.

Sherrie Rosenberg, a member of the Richmond District Library Campaign, thanked the commission and voiced agreement with Mr. Miguel's statements in favor of keeping Richmond Branch on each agenda until the library is in a position to take action. She articulated the community's support for the project as originally designed, and invited commissioners to participate in the upcoming Richmond District History Day.

A Richmond parent of five children commented on the condition of the branch, the need for seismic upgrade, and neighborhood support for the renovation.

Adam Berger, a Richmond neighbor and member of the Richmond District Library Campaign, spoke in support of moving forward with the original design.

David Hooper, an Excelsior District neighbor, recalled the recent success of the West Portal Branch renovation and urged the commission to provide an equally successful project for the Excelsior. He praised the library's community-planning process for branch renovations and the fundraising by Friends which he stated increased people's involvement in their communities.

Donna Bero, executive director of Friends of the Library, expressed appreciation to the members of the community for whom the library is so important and to the commission for its commitment to Richmond Branch.

Marian Chatfield-Taylor, Friends of the Library, read aloud statements submitted by Carolene Marks and Elaine Conn in support of Richmond Branch renovation as originally designed.

President Higueras thanked members of the public who appeared at the meeting. The chair affirmed that the Library Commission remains committed to renovating Richmond Branch, and that the matter will remain an action item on future agendas until it can be approved.

AGENDA ITEM #4: BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) REPORT

City Librarian Luis Herrera introduced the BLIP report, and he and BLIP Manager Marilyn Thompson narrated a PowerPoint presentation. Mr. Herrera recommended schedule and budget changes for five BLIP projects—Bayview, Golden Gate Valley, Merced, North Beach, and Ortega—and proposed a series of funding options and future actions.

Commissioner Chin departed the meeting at 6:14 PM

The anonymous citizen expressed dissatisfaction with the financial management of the Branch Library Improvement Program and transfers from library operating funds into branch renovations.

Fran Martin, chair of the Visitacion Valley Planning Alliance, urged that the commission provide a new branch for the neighborhood and emphasized the need for enhanced services for Visitacion Valley's diverse community.

Camilla Smith inquired about the schedule for approving the renovation of Richmond Branch.

Anne Seeman spoke in agreement with Fran Martin's statements and urged the Public Library to provide a new branch facility for Visitacion Valley.

Celeste Jimenez, a Visitacion Valley resident, urged the commission to construct a new branch for the neighborhood.

Mauricio Vela, Save the Bernal Preschool, recommended that the library expand Bernal Heights Branch.

Betty Parshall, a Visitacion Valley neighbor, requested a timeline for that branch's construction.

Edie Epps, a Visitacion Valley resident, described inadequacies of their current branch and requested that the commission provide a new facility as soon as possible.

Crezia Tano, Visitacion Valley Business Opportunities and Outreach to Merchants, addressed the importance of a new branch library for both the business community and residents of Visitacion Valley.

Donna Bero, Friends of the Library, expressed appreciation for the detailed presentation and for the plan that was being presented to equitably address the library needs of San Francisco's neighborhoods. She promised Friends' participation in the ongoing public/private partnership to advance the Branch Library Improvement Program.

A resident of Visitacion Valley and member of the Planning Alliance requested that the project for that branch begin during the current year.

Peter Warfield expressed alarm regarding increased project costs and opposed the transfer of money from the library operating budget to the bond program.

Christine Leishman, Friends of the Library, expressed gratitude to Marilyn Thompson for her clear analysis of the bond program, and to the city librarian for coming forward with a plan that is responsive to the needs of the city and its residents.

Commissioner Kane expressed concern regarding delay in renovation of Bayview Branch, and he counseled the library to obtain an independent financial review of the entire bond program. The commissioner noted that independent review would be useful in responding to critics, as well as ensuring that the library's management of the program reflects best practices. He questioned the purpose of the $4-million transfer to the bond program.

Commissioner Munson voiced support for Commissioner Kane's suggestion that the library obtain an independent review of the bond program. He added that contracting requirements imposed by the city also raise the costs of projects.

President Higueras and Mr. Herrera expressed apprehension that any process that delays renovations will subject the library to escalated construction costs. The city librarian agreed to research various options to address the concerns which Commissioners Kane and Munson had raised.

The commission president questioned whether some communities might prefer immediate remodeling instead of delayed construction of a new branch. In response to questions from commissioners, the city librarian agreed to continue to seek community engagement, and he restated the Public Library's commitment to fulfilling all 26 branch library projects.

Commissioner Bautista pointed out that several of the branch projects have expanded in scope due to evolving community needs, and that a portion of the budget shortfall can be attributed to that.

President Higueras declared a recess at 7:04 PM, and reconvened the meeting at 7:19 PM.

AGENDA ITEM #5: BOND PROGRAM MANAGER'S REPORT

The commission president postponed this item to a future meeting.

AGENDA ITEM #6: LIBRARY FY 2007-2008 BUDGET

City Librarian Herrera welcomed Library Finance Director Jay Manglicmot who provided a PowerPoint presentation on the proposed FY 2007-08 budget. Mr. Herrera and Deputy City Librarian Jill Bourne explained specific differences in the budget change proposals (BCPs) from those presented at the February 1st meeting, including plans the library is developing to provide additional open hours on weekends.

The anonymous citizen expressed concern regarding the projected cost of adding Sunday hours, sought reassurance regarding Fuhrman fund expenditures, and questioned whether the library's proposed budget reserve is sufficient.

Peter Warfield expressed dissatisfaction with the budget proposal, with delays in planning and implementing Sunday open hours, with the addition of unevaluated programs, with the transfer of $4-million from the library's budget to the BLIP, and with the book budget.

In response to questions from Commissioner Bautista, the city librarian affirmed that the library spends Fuhrman funds for the purpose for which they were intended.

Commissioner Kane spoke in favor of additional weekend open hours and reiterated his concern regarding the $4-million transfer. Mr. Herrera indicated that library staff would return to the commission at its next meeting with a proposal for earmarking the transferred funds for specific projects, and that a plan would be presented to the commission in March to increase open hours.

In response to questions from Commissioner Munson, Mr. Herrera explained that staff members from branches that are closed for renovation are redeployed throughout the library system and to neighboring branches to provide additional coverage and open hours.

In response to Commissioner Kane, Mr. Manglicmot stated that the mayor's office is requiring the library to delineate specific purposes for the budget transfer. The commissioner suggested amending the motion to approve the budget to earmark the entire $4-million for a single project or for open hours, and the commission president countered that the transfer be used to initiate planning and design for one or more of the five deferred projects. Vice President Coulter theorized that a political process is unfolding that may resolve the issue of the deferred renovation projects, and Commissioner Kane withdrew his proposal to amend the motion to approve the budget.

Mr. Manglicmot reckoned that additional money from property tax would most likely become available during the next fiscal year, which the Library Commission could expend through a supplemental budget request. Commissioner Bautista expressed caution regarding earmarking funds, and the city librarian responded that the mayor's budget for the library would include earmarks based on already-approved construction schedules.

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter, to approve the library's proposed budget for fiscal year 2007-2008. Approved by the following vote: 6 – 0; Aye: Bautista, Coulter, Gomez, Higueras, Kane, and Munson.

AGENDA ITEM #7: ADJOURNMENT

President Higueras invited a motion to adjourn this evening's meeting in memory of former Library Commissioner Dorothy Casper.

The anonymous citizen recalled Dorothy Casper.

MOTION: by Commissioner Munson, seconded by Commissioner Kane, that the regular meeting of Thursday, February 15, 2007, of the San Francisco Public

Library Commission be adjourned in memory of former Library Commissioner Dorothy Casper. Approved by the following vote: 6 – 0; Aye: Bautista, Coulter, Gomez, Higueras, Kane, and Munson.

The meeting adjourned at 8:04 PM in memory of former Library Commissioner Dorothy Casper.

Richard Walsh
Acting Secretary, Library Commission

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 15, 2007

Item 1:
Public Comment

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

This past week included one of those incidents which has emblematic power far beyond its immediate effects. The SF Examiner published articles on the Bond Program and Sunday hours and four letters by myself, Ms. Egbert, Mr. Higueras and Mr. Warfield. A very clever satirist could have written the letters as they were so representative of the nature of the positions.

Despite Ms. Egbert's opinion that as slaves we should be grateful and Mr. Higueras' opinion that we should believe it one more time, the editorial board wasn't buying it. What is at stake is the basic nature of our society and democracy. We are not going to trade that for shiny light fixtures.

They completely endorse my position as the "unknown autodidact" who will always prevail because there are so many of us."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 15, 2007

Item 2:
Approval of the Minutes: January 18, 2007

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

The Supervisors honored former Library Commissioner Dr. Raye Richardson and she said that if you are going to go to the meeting, get yourself in the minutes.

These summaries continue your practice of increasing the typeface and the margins to conceal the extreme abbreviation of these minutes. You have ceased to differentiate with a heading between public comment and the commissioner's discussion. Your discussion has been equally abbreviated, but the idea is to achieve equality by treating the public better not degrading yourselves.

Citizen summaries are attached in some form. New secretary Karl Rove will be livid at being so undermined.

Under public comment I attempted to make a point about corporate exploitation.

Under performance measures there is no mention of the discussion of efficiency and benchmarks and Mr. Herrara's promise to revisit the issue."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 15, 2007

Item 3:
Richmond/Senator Milton Marks Branch Library

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

Here's the yo-yo again. Come. Don't come. Coming out three times to be there when the decision is made is a sort of abuse.

[Interrupted by chair.]

I would expect you to wait until the end of my comments. You don't respond to my questions.

[Interrupted by chair again.]

I understand many things. One of the most important things I understand is that when you show respect for public comment, that means allowing people to say what they want to say without characterizing it as positive, negative or demonstrating what you think they are supposed to understand, what gaps they have in their understanding or in some way try to ridicule or diminish what people believe and want to say.

I thought you had reached the point of respect for public comment enough to let people speak without interruption."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 15, 2007

Item 4:
Branch Library Improvement Program (BLIP) Report

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

Wouldn't it be nice if the citizens could also present slides?

The staff slides were not available at the start of the meeting. As Mr. Higueras says, Ironies within ironies.

What if any of this were true? Who would believe it?

Mr. Herrera states that he learned a lot. Ms. Thompson said, we always knew this from the beginning.

Ms. Thompson is closer to the truth.

The expenditure $9 million on the Support Center was your decision. The expenditure on Mission Bay was the occasion of the 5% reduction out of each budget.

Mr. Herrera has already explained to the Capital Planning Committee that the program will simply be extended until 2017. Four million out of every budget for the next ten years and the problem is solved."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 15, 2007

Item 6:
Library FY 2007-2008 Budget

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

I miss the Bond Manager's Report.

We are told that three-quarters of a Million dollars will give us six branch days on Sunday. I am incredulous.

The missing factor is the branches closed for renovation. A recent hand count found that there will be fourteen branches closed. Are there staff savings when branches are closed? Are those people working for the contractors? There should be savings that can be used for Sunday hours.

I can't let another budget cycle go by without mentioning the Fuhrman Fund. You are the trustees of Fuhrman Fund and are supposed to be monitoring it.

I am generally in favor of using the money rather than a large reserve. I am wondering why you as advocates of a large reserve consider this reserve sufficient."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 15, 2007

Item 7:
Adjournment

"I am disappointed that I was not able to remind you of the passing of Mrs. Dorothy Casper.

She was on the Library Commission when I first started coming. I knew her in 1975 and 1976 and I though she had been on the commission for some time before that.

She was the wife of the Fire Chief back in the days when that was a prestigious position to have. The Fire Department has always occupied a special place in San Francisco and Andrew Casper was one of the last of the charismatic Fire Chiefs.

To have the wife of the Fire Chief brought a little glamour to the proceedings.

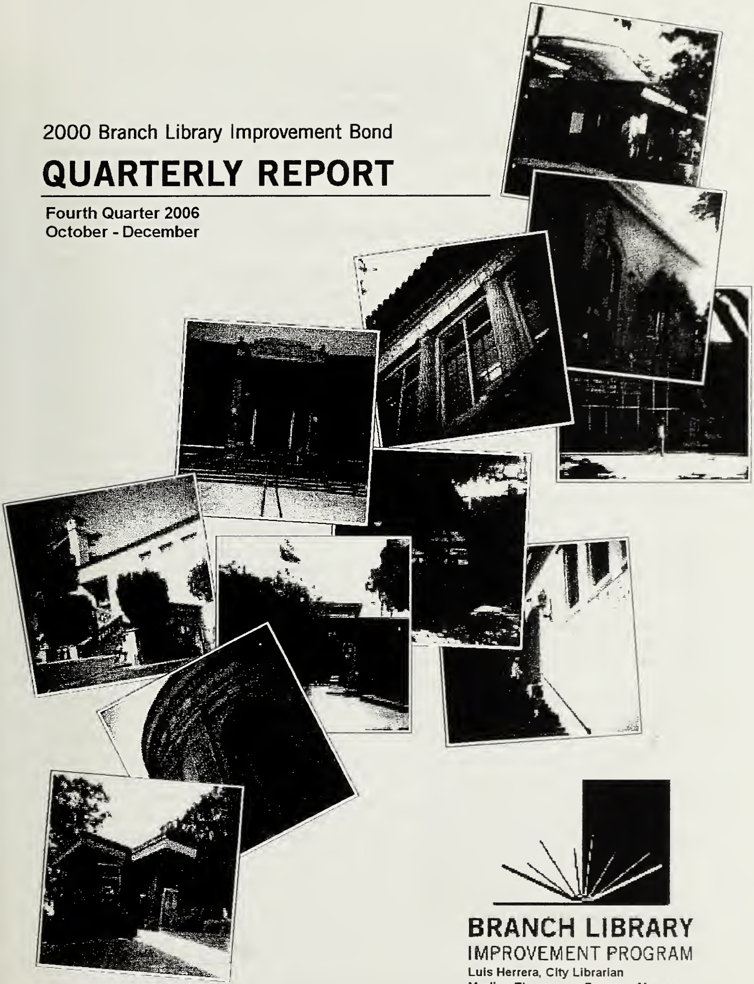
In the context of those days, advocacy of democracy meant supporting the participation of rank and file librarians and Dorothy Casper was very much a champion of the rank and file librarians.

I urge you to adjourn in her honor."

2000 Branch Library Improvement Bond

QUARTERLY REPORT

Fourth Quarter 2006
October - December



BRANCH LIBRARY
IMPROVEMENT PROGRAM
Luis Herrera, City Librarian
Marilyn Thompson, Program Manager

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October – December 2006

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- Cash Flow Projections

Executive Summary
Quarterly Report
October - December 2006

Program Summary

- Voters approved the Branch Library Improvement Bond in November 2000.
- The Branch Library Improvement Program consists of 24 branch library projects and a Support Services Center.
- The branch library projects include renovation of 19 libraries and construction of 5 new libraries. Four of the five new libraries will replace existing branches which operate in leased space. The fifth, at Mission Bay, will be a new branch in a new neighborhood.
- The goals of the BLIP are to increase public safety through seismic strengthening and hazardous materials abatement; increase accessibility by conforming with the Americans with Disabilities Act (ADA); improve infrastructure through modernization and code compliance upgrades; and improve public library service through reconfigured interior spaces, adaptations for technology and, where possible, expansion.

Program Schedule

- The program schedule is categorized by renovations and new construction. Each bar depicts phases for design, bidding and construction.
- The schedule provides for completion of all construction by the end of 2009.
- The Library Commission approved a baseline schedule in October 2001. Other approved changes are reported herein as they occur.

Program Budget

- The $140,927,607 Program Budget is funded from the following sources:

City Prop. A Bonds	$105,865,000
Interest Proceeds	1,673,481
Rents Realized	128,342
City ESP Bonds	2,400,000
State Prop. 14 Bonds	9,710,784
Library Preservation Fund	5,150,000
Friends of the Library	16,000,000

- A total of $53,784,859 has been *expended or encumbered* as of December 31, 2006:

City Prop. A Bonds	$51,958,030
City ESP Bonds	1,729,532
Library Preservation Fund	97,297

- Actual *expenditures* through December 31, 2006 of $45,088,593 are as follows:

City Prop. A Bonds	$43,341,564
City ESP Bonds	1,717,981
Library Preservation Fund	29,048

- A total of $74,800,000 in Proposition A General Obligation Bonds have been sold in three bond sales and appropriated by the Board of Supervisors.
- The Friends of the San Francisco Public Library have provided letters of credit totaling $886,000.
- The State awarded two March 2000 Proposition 14 grants totaling $9.7 million for the Richmond and Ingleside projects for furniture and construction.
- The Board of Supervisors have approved transfers from the Library Preservation Fund reserves into the Branch Library Improvement Program in FY 03/04, FY 05/06, and FY 06/07 totaling $5,150,000.

- The Library Commission approved a baseline financial plan in October 2001. In January 2002, an additional program reserve was created to reduce the risk of assumed receipt of Proposition 14 grants. Other approved changes are reported herein as they occur.

Project Status Summaries

- The following projects are in Property Acquisition:

Glen Park	Complete – 2815 Diamond St.
Ingleside	Complete – 1298 Ocean Ave.
Mission Bay	Complete – 4th & Berry.
Portola	Complete – 380 Bacon St.
Visitacion Valley	Complete – 201 Leland Ave.
Services Center	Complete – 190 9th St.

- The following projects are in Design:

Anza	Programming/Planning – Evaluating scope of work.
Bernal Heights	Design Development – Civic Design Review Phase 1 approved.
Eureka Valley	Design Development – Civic Design Review Phase 1 approved.
Ingleside	Construction Documents – Submitted 95% CD to State for review.
Merced	Conceptual Design – Preparing multiple design options.
Ortega	Schematic Design – Researching funding options for larger branch.
Portola	Construction Documents – Preparing bid documents.
Potrero	Construction Documents – Civic Design Review Phase 2 approved.
Richmond	Bid Phase – One bid was received and it was over budget. Bid rejected.
Visitacion Valley	Schematic Design – Researching funding options for larger branch.

- The following projects are in Construction:

Glen Park	Core and shell complete. Interior library construction begun.
West Portal	Construction substantially complete. Staff began moving in.
Marina	Flooring and light fixtures complete. Landscaping continues.
Sunset	Construction substantially complete. Staff began moving in.
Noe Valley	Concrete and steel work continues.
Presidio	Construction of a replacement retaining wall is complete. Library is continuing work on sidewalk, grass, and fence.
Western Addition	Construction began. New addition and entry framed.

- The following projects are Complete:

Excelsior	Opened July 8, 2005.
Mission Bay	Opened July 8, 2006.

Program Management Activities

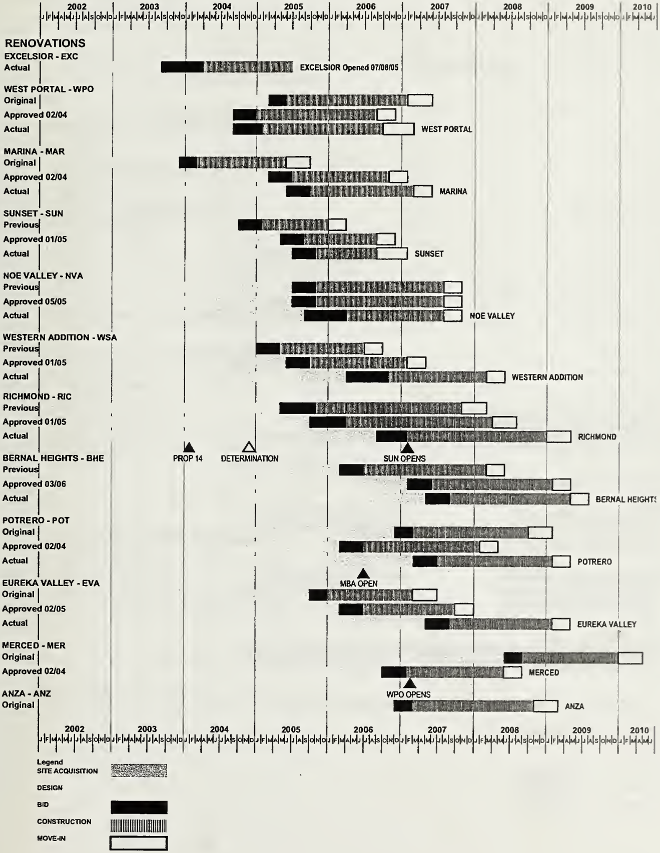
- To date, library and management staff have sponsored or attended 312 public meetings to update neighborhoods, merchant groups, legislative bodies and other organizations.
- Program budget reports are presented monthly to the Commission. Budget changes were last approved in July 2006 (Western Addition and Glen Park) and August 2006 (Richmond and Ingleside).
- Program schedule reports are presented monthly to the Commission. Schedule changes were last approved in March 2006 (Bernal Heights).
- Fourteen Informational Presentations have been presented to the Library Commission. Informational Presentations are part of the Bond Manager's Monthly Report on items of interest or related issues such as historic building standards, reading financial reports, ADA compliance, and construction market analysis.
- Seven projects are eligible for art enrichment: Glen Park, Ingleside, Mission Bay, Portola, Richmond, Visitacion Valley, and Potrero. An art enrichment master plan was presented to the Library Commission in May 2002. Artist selection panels have been elected in Glen Park, Ingleside, Mission Bay, Portola, Richmond and Potrero. Artists have been selected in Glen Park, Mission Bay, Richmond, Ingleside, Portola, and Potrero.
- A Design Excellence Program was adopted in May 2002, which addresses public process, design review, and architect selection. Twelve design reviews have been conducted before the Library Commission: Mission Bay, Excelsior, Richmond, West Portal, Noe Valley, Sunset, Marina, Western Addition, Ingleside, Portola, Potrero, and Bernal Heights.
- Five design teams were selected for renovation projects in the first two phases of the bond program. The teams were selected through a competitive RFQ process. Contracts have been certified with Carey & Co. for Noe Valley, Tom Eliot Fisch / Field Paoli for Marina, Thomas Hacker Architects for West Portal and Parkside, and Fougeron Architecture for Sunset. Contracts are in negotiations with Leddy Maytum Stacey for North Beach.
- Two design teams were selected for the new Ingleside and Portola branches through a competitive RFQ process. Contracts have been certified with Fougeron Architecture /Group 4 for Ingleside and Stoner Meek / Noll & Tam Architects for Portola.
- A Memorandum of Understanding has been completed with Department of Public Works for consultants to supplement services provided by DPW. DPW services have been negotiated for Excelsior, Richmond, Visitacion Valley, Ortega, Western Addition, Bernal Heights, Potrero, Ortega, Merced, and Anza through this quarter.
- A contract was awarded to Kwan Henmi /Marie Fisher Interior Design to develop program-wide interior design standards.
- Three bookmobiles have been purchased and are serving the Marina, Sunset, Noe Valley, West Portal, and Western Addition communities while their branches are under construction.

Scope of Work

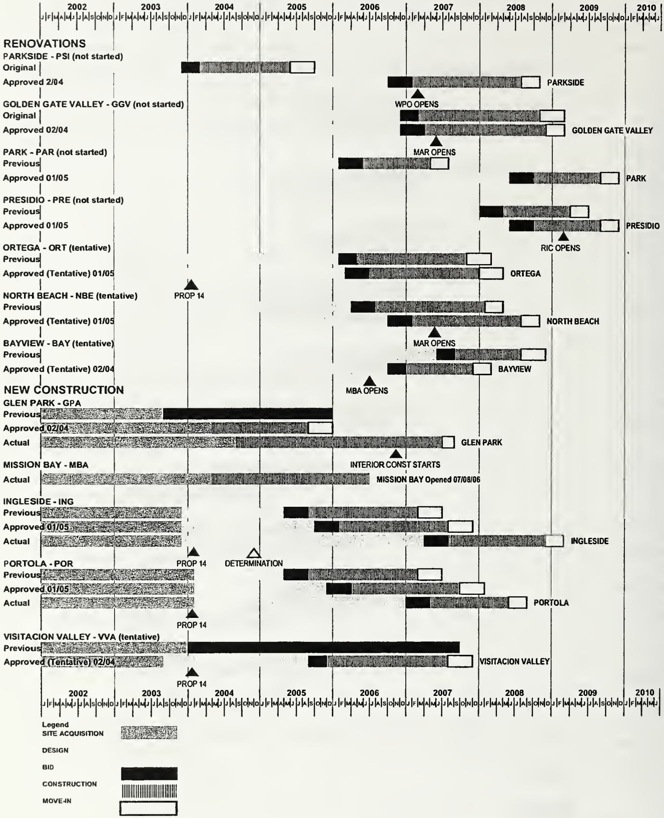
The bond program includes site acquisition and new construction of five branch libraries, and renovation and/or expansion of 19 existing branches and a support services center. Renovations will include some or all of the following: seismic strengthening, hazardous material abatement, Americans with Disabilities Act conformance, code compliance, electrical and mechanical upgrades, technology improvements, and reconfiguration of interior spaces.

	Renovation and/or Expansion	Site Acquisition	New Construction
Anza	●		
Bayview	●		
Bernal Heights	●		
Eureka Valley	●		
Excelsior	●		
Glen Park		●	●
Golden Gate	●		
Ingleside		●	●
Marina	●		
Merced	●		
Mission Bay		●	●
Noe Valley	●		
North Beach	●		
Ortega	●		
Park	●		
Parkside	●		
Portola		●	●
Potrero	●		
Presidio	●		
Richmond	●		
Sunset	●		
Visitacion Valley		●	●
West Portal	●		
Western Addition	●		
Support Center	●	●	

Program Schedule



Program Schedule



Program Budget Reports - Revenue Plan

Branch	Baseline Budget (10/01)	Approved Budget (08/06)	City Prop. A Bonds	State Prop. 14 Grants	Other Funds	Total All Sources
Site Acquisitions & New Construction						
Glen Park	4,570,000	5,478,200	4,681,000		797,200 (5,8)	5,478,200
Ingleside	4,570,000	6,245,000	2,285,277	3,466,578	493,145 (8)	6,245,000
Mission Bay	3,350,000	3,967,000	3,965,344		1,656 (4)	3,967,000
Portola	4,570,000	4,818,520	4,388,000		430,520 (5)	4,818,520
Visitacion Valley	5,320,000	5,942,500	5,884,500		58,000 (6)	5,942,500
Support Services	9,080,000	8,946,342	8,876,000		70,342 (6)	8,946,342
SUBTOTAL	*31,460,000*	*35,397,562*	*30,080,121*	*3,466,578*	*1,850,863*	*35,397,562*
Renovations						
Anza	4,740,000	4,503,000	4,503,000			4,503,000
Bayview	3,820,000	3,629,000	3,629,000			3,629,000
Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500
Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000
Excelsior	3,820,000	3,655,648	3,655,648			3,655,648
Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000
Marina	4,110,000	3,924,500	3,924,500			3,924,500
Merced	4,200,000	3,990,000	3,990,000			3,990,000
Noe Valley	4,410,000	5,707,318	5,698,818		8,500 (4)	5,707,318
North Beach	3,460,000	3,763,600	3,287,000		476,600 (5)	3,763,600
Ortega	3,560,000	3,382,000	3,382,000			3,382,000
Park	1,310,000	1,310,000	1,244,500		65,500 (5)	1,310,000
Parkside	2,880,000	3,236,000	3,236,000			3,236,000
Potrero	4,230,000	3,968,500	3,968,500			3,968,500
Presidio	1,530,000	1,530,000	1,453,500		76,500 (5)	1,530,000
Richmond	7,630,000	11,615,000	1,147,606	5,485,036	4,982,358 (2,8)	11,615,000
Sunset	1,490,000	1,510,000	1,425,500		84,500 (4,5)	1,510,000
West Portal	4,110,000	4,574,500	4,554,500		20,000	4,574,500
Western Addition	3,430,000	4,275,500	3,278,500		997,000 (4,5,7)	4,275,500
SUBTOTAL	*74,000,000*	*79,081,066*	*66,885,072*	*5,485,036*	*6,710,958*	*79,081,066*
Program-Wide Services & Costs						
Library Program Costs	800,000	800,000	800,000			800,000
Program Consultants	750,000	750,000	750,000			750,000
Program Management	3,600,000	4,900,000	4,900,000			4,900,000
Real Estate Dept	120,000	235,281	235,281			235,281
Art Enrichment Program	0	362,000	292,000		70,000 (7)	362,000
Temporary Services & Moving	4,360,000	811,752	711,752		100,000 (7)	811,752
Furniture & Equipment Reserv	15,000,000	16,000,000	0	759,170	15,240,830 (3)	16,000,000
Bond Financing Costs	1,500,000	1,000,000	1,000,000			1,000,000
Program Reserve	1,675,000	1,589,946	190,774		1,399,172 (3,8)	1,589,946
SUBTOTAL	*27,805,000*	*26,448,979*	*8,879,807*	*759,170*	*16,810,002*	*26,448,979*
TOTAL	**133,265,000**	**140,927,607**	**105,845,000**	**9,710,784**	**25,371,823**	**140,927,607**

(1) Prop. 14 ($9,710,784)
(2) ESP ($2,400,000)
(3) Friends ($16,000,000)
(4) LPF FY03/04 ($500,000)
(5) Interest proceeds ($1,673,481)
(6) Rents received ($128,342)
(7) LPF FY05/06 ($650,000)
(8) LPF FY06/07 ($4,000,000)

Program Budget Reports -- Expenditures

Branch	Category		Baseline Budget (10/01)	Current Budget (8/06)	Actual Expenditures & Encumbrances 31-Dec-06
Anza	Soft Costs		1,422,000	1,350,900	9,867
	Construction Costs		3,318,000	3,152,100	
		SUBTOTAL	4,740,000	4,503,000	9,867
Bayview	Soft Costs		955,000	907,250	18,690
	Construction Costs		2,865,000	2,721,750	
		SUBTOTAL	3,820,000	3,629,000	18,690
Bernal Heights	Soft Costs		1,605,000	1,524,750	354,650
	Construction Costs		3,745,000	3,557,750	
		SUBTOTAL	5,350,000	5,082,500	354,650
Eureka Valley	Soft Costs		1,145,000	1,305,300	196,937
	Construction Costs		3,435,000	3,045,700	
		SUBTOTAL	4,580,000	4,351,000	196,937
Excelsior	Soft Costs		955,000	1,480,450	1,492,281
	Construction Costs		2,865,000	2,148,550	2,067,654
	Moving Costs			26,648	26,648
		SUBTOTAL	3,820,000	3,655,648	3,586,583
Glen Park	Site Aquistion		1,770,000	3,455,160	3,094,071
	Soft Costs		700,000	700,840	308,459
	Construction Costs		2,100,000	1,322,200	1,202,000
		SUBTOTAL	4,570,000	5,478,200	4,604,530
Golden Gate Valley	Soft Costs		1,602,000	1,521,900	0
	Construction Costs		3,738,000	3,551,100	
		SUBTOTAL	5,340,000	5,073,000	-
Ingleside	Site Aquistion		1,770,000	2,034,500	2,051,799
	Soft Costs		700,000	988,125	578,339
	Construction Costs		2,100,000	3,222,375	
		SUBTOTAL	4,570,000	6,245,000	2,630,138
Marina	Soft Costs		1,027,500	976,125	966,149
	Construction Costs		3,082,500	2,928,375	2,643,977
	Moving Costs			20,000	7,720
		SUBTOTAL	4,110,000	3,924,500	3,617,846
Merced	Soft Costs		1,050,000	1,197,000	41,340
	Construction Costs		3,150,000	2,793,000	
		SUBTOTAL	4,200,000	3,990,000	41,340
Mission Bay	Site Aquistion		3,350,000	3,957,000	3,781,623
	Moving Costs			10,000	1,656
		SUBTOTAL	3,350,000	3,967,000	3,783,279
Noe Valley	Soft Costs		1,323,000	1,323,068	1,077,171
	Construction Costs		3,087,000	4,364,250	3,770,000
	Moving Costs			20,000	8,500
		SUBTOTAL	4,410,000	5,707,318	4,855,671
North Beach	Soft Costs		865,000	1,129,080	118
	Construction Costs		2,595,000	2,634,520	
		SUBTOTAL	3,460,000	3,763,600	118
Ortega	Soft Costs		890,000	1,081,750	130,251
	Construction Costs		2,670,000	2,300,250	
		SUBTOTAL	3,560,000	3,382,000	130,251
Park	Soft Costs		373,350	373,350	0
	Construction Costs		936,650	936,650	
		SUBTOTAL	1,310,000	1,310,000	-
Parkside	Soft Costs		720,000	809,000	89,595
	Construction Costs		2,160,000	2,427,000	
		SUBTOTAL	2,880,000	3,236,000	89,595
Portola	Site Aquistion		1,770,000	1,342,530	1,341,456
	Soft Costs		700,000	902,370	569,674
	Construction Costs		2,100,000	2,573,620	
		SUBTOTAL	4,570,000	4,818,520	1,911,130
Potrero	Soft Costs		1,057,500	1,205,550	338,861
	Construction Costs		3,172,500	2,762,950	
		SUBTOTAL	4,230,000	3,968,500	338,861
Presidio	Soft Costs		459,000	459,000	204,437
	Construction Costs		1,071,000	1,071,000	282,148
		SUBTOTAL	1,530,000	1,530,000	486,585

Branch	Category	Baseline Budget (10/01)	Current Budget (8/06)	Actual Expenditures & Encumbrances 31-Dec-06
Richmond	Soft Costs	2,289,000	3,182,768	1,730,697
	Construction Costs	5,341,000	8,412,232	
	Moving Costs		20,000	
	SUBTOTAL	7,630,000	11,615,000	1,730,697
Sunset	Soft Costs	447,000	447,000	441,551
	Construction Costs	1,043,000	1,043,000	895,811
	Moving Costs		20,000	10,000
	SUBTOTAL	1,490,000	1,510,000	1,347,362
Support Services	Site Aquistion	9,080,000	8,626,000	8,669,475
	Moving Costs		320,342	181,027
	SUBTOTAL	9,080,000	8,946,342	8,850,502
Visitacion Valley	Site Aquistion	2,090,000	2,244,927	2,165,732
	Soft Costs	807,500	1,162,157	176,341
	Construction Costs	2,422,500	2,535,416	
	SUBTOTAL	5,320,000	5,942,500	2,342,073
West Portal	Soft Costs	1,233,000	1,127,500	1,152,928
	Construction Costs	2,877,000	3,427,000	3,282,513
	Moving Costs		20,000	20,000
	SUBTOTAL	4,110,000	4,574,500	4,455,441
Western Addition	Soft Costs	857,500	977,550	858,970
	Construction Costs	2,572,500	3,277,950	2,457,800
	Moving Costs		20,000	
	SUBTOTAL	3,430,000	4,275,500	3,316,770

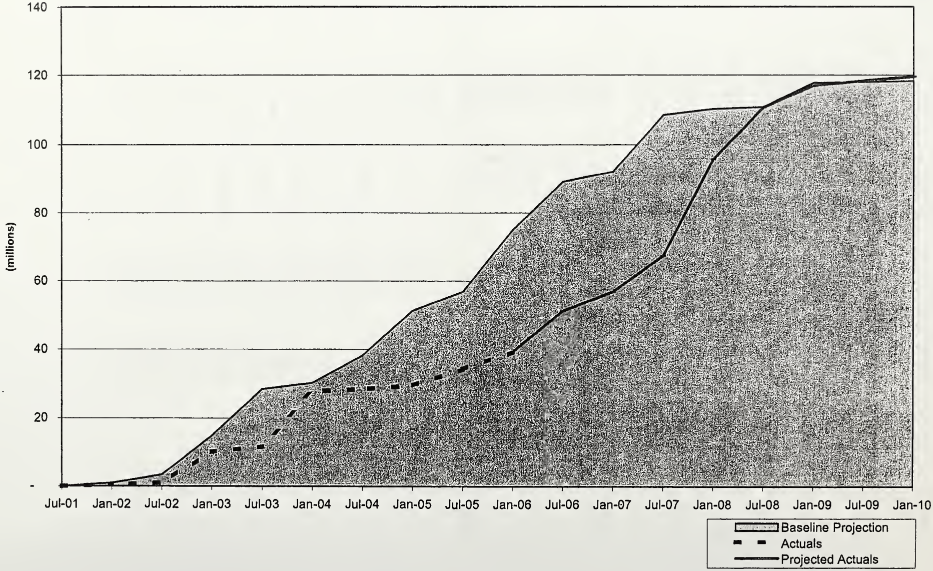
Program-Wide Services & Costs

	Library's Program Costs	800,000	800,000	602,154
	Program Consultants	750,000	750,000	794,706
	Program Management	3,600,000	4,900,000	2,427,427
	Real Estate Dept	120,000	235,281	235,281
	Art Enrichment Fund	0	362,000	227,729
	Moving & Interim Services	4,360,000	811,752	454,420
	Furniture & Equipment Reserve	15,000,000	16,000,000	0
	Bond Financing Costs	1,500,000	1,000,000	344,227
	Program Reserve	1,675,000	1,589,946	0
	SUBTOTAL	*27,805,000*	*26,448,979*	*5,085,944*

TOTAL		**133,265,000**	**140,927,607**	**53,784,860**

Program Budget Reports
Cash Flow Projections

Baseline, Actuals and Projected Actuals
Expenditures and Encumbrances



Library Commission February 15,2007 Branch Library Improvement Program (BLIP) Report

Branch Library Improvement Program

Initial Goals:

- oSeismic Safety
- oADA Compliance
- oHazardous Materials Abatement
- oMechanical & Electrical System Upgrades

Branch Library Improvement Program

Initial Commitment:

- o19 Renovations
- o5 Property Acquisitions & New Construction to replace leased facilities
- o1 Property Acquisition & Remodel for Support Services Facility

Branch Library Improvement Program

Current Goals:

- oMeet Initial Goals
- oMeet emerging service needs
  - oAdd Teen Areas
  - oAdd Community Meeting Rooms
  - oImprove Materials Handling
  - oMaintain or Expand Collections
  - oEnhance Access to Technology
  - oFlexibility for the Future
  - oNeed more space!

Branch Library Improvement Program

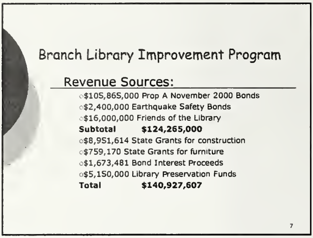
Current Goals:

- oMeet growing & diverse service needs
- oMeet community expectations
- oProvide well-designed staff spaces
- oDesign 21st Century Libraries

Branch Library Improvement Program

Management & Oversight

- oLibrary Commission approvals
- oRegular public reporting
- oProject cost estimates & contingencies
- oTesting & investigations
- oDepartmental cooperation & support
- oCommunity Involvement
- oCitizens General Obligation Bond Oversight Committee recognition



Branch Library Improvement Program

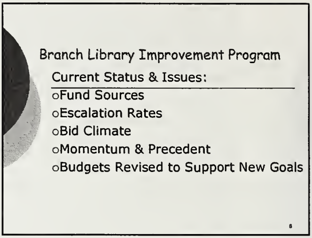
Revenue Sources:

- $105,865,000 Prop A November 2000 Bonds
- $2,400,000 Earthquake Safety Bonds
- $16,000,000 Friends of the Library

Subtotal $124,265,000

- $8,951,614 State Grants for construction
- $759,170 State Grants for furniture
- $1,673,481 Bond Interest Proceeds
- $5,150,000 Library Preservation Funds

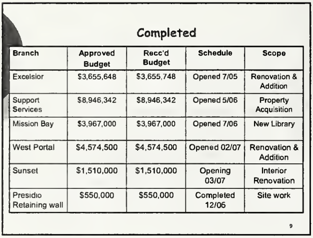
Total $140,927,607



Branch Library Improvement Program

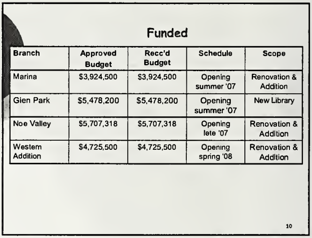
Current Status & Issues:

- Fund Sources
- Escalation Rates
- Bid Climate
- Momentum & Precedent
- Budgets Revised to Support New Goals



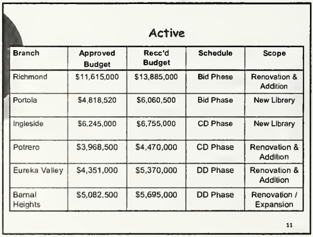
Completed

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Excelsior	$3,655,648	$3,655,748	Opened 7/05	Renovation & Addition
Support Services	$8,946,342	$8,946,342	Opened 5/06	Property Acquisition
Mission Bay	$3,967,000	$3,967,000	Opened 7/06	New Library
West Portal	$4,574,500	$4,574,500	Opened 02/07	Renovation & Addition
Sunset	$1,510,000	$1,510,000	Opening 03/07	Interior Renovation
Presidio Retaining wall	$550,000	$550,000	Completed 12/06	Site work



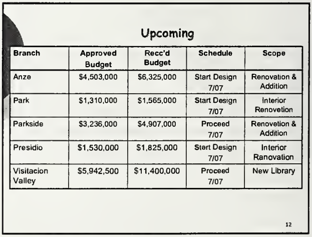
Funded

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Marina	$3,924,500	$3,924,500	Opening summer '07	Renovation & Addition
Glen Park	$5,478,200	$5,478,200	Opening summer '07	New Library
Noe Valley	$5,707,318	$5,707,318	Opening late '07	Renovation & Addition
Western Addition	$4,725,500	$4,725,500	Opening spring '08	Renovation & Addition



Active

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Richmond	$11,615,000	$13,885,000	Bid Phase	Renovation & Addition
Portola	$4,818,520	$6,060,500	Bid Phase	New Library
Ingleside	$6,245,000	$6,755,000	CD Phase	New Library
Potrero	$3,968,500	$4,470,000	CD Phase	Renovation & Addition
Eureka Valley	$4,351,000	$5,370,000	DD Phase	Renovation & Addition
Bernal Heights	$5,082,500	$5,695,000	DD Phase	Renovation / Expansion



Upcoming

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Anza	$4,503,000	$6,325,000	Start Design 7/07	Renovation & Addition
Park	$1,310,000	$1,565,000	Start Design 7/07	Interior Renovation
Parkside	$3,236,000	$4,907,000	Proceed 7/07	Renovation & Addition
Presidio	$1,530,000	$1,825,000	Start Design 7/07	Interior Renovation
Visitacion Valley	$5,942,500	$11,400,000	Proceed 7/07	New Library

Program Costs & Assumptions

	Approved Budget	Recc'd Budget	Schedule	Scope
Furniture & Equipment*	$16,000,000	$16,000,000	Ongoing	24 branches
Program wide costs	$8,859,033	$10,350,000	to 7/10	
Reserve	$1,589,946	$2,100,000		

- Reserve 5% of outstanding construction (Active & Upcoming Projects only)
- Construction estimates assume 5% escalation per year from date of estimate to an assumed midpoint of construction (MPOC)

* Friends budget

Branch Library Improvement Program

Budget Subtotals

Subtotal Completed, Funded, Active & Upcoming:
- $139,296,508

Total Available Revenues:
- $140,927,607

Branch Library Improvement Program

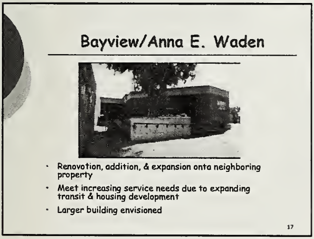
Remaining Projects & Assumptions:

- Meet Current Goals
- Priority to replace leased facilities
- Priority to complete Seismic Hazard Ratings 4
- Geographic distribution
- Increased scope to meet service needs
- Evaluation of service impacts

Remaining Projects & Assumptions

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Bayview	$3,629,000	$9,890,000	Start Design 7/07	Renovation, Addition, Property Acquisition

- Reserve 10% of outstanding construction (Remaining Projects)
- Construction estimates assume 5% escalation per year to MPOC



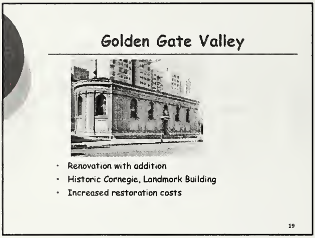
Bayview/Anna E. Waden

- Renovation, addition, & expansion onto neighboring property
- Meet increasing service needs due to expanding transit & housing development
- Larger building envisioned

Remaining Projects & Assumptions

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Bayview	$3,629,000	$9,890,000	Start Design 7/07	Renovation, Addition, Property Acquisition
Golden Gate Valley	$5,073,000	$9,585,000	Start Design 1/08	Renovation & Addition

- Reserve 10% of outstanding construction (Remaining Projects)
- Construction estimates assume 5% escalation per year to MPOC



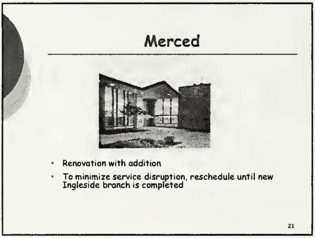
Golden Gate Valley

- Renovation with addition
- Historic Carnegie, Landmark Building
- Increased restoration costs

Remaining Projects & Assumptions

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Bayview	$3,629,000	$9,890,000	Start Design 7/07	Renovation, Addition, Property Acquisition
Golden Gate Valley	$5,073,000	$9,585,000	Start Design 1/08	Renovation & Addition
Merced	$3,990,000	$4,395,000	Proceed 1/08	Renovation & Addition

- Reserve 10% of outstanding construction (Remaining Projects)
- Construction estimates assume 5% escalation per year to MPOC



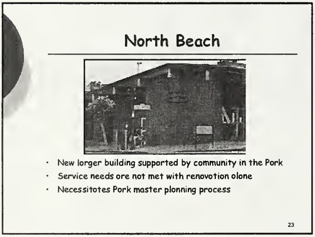
Merced

- Renovation with addition
- To minimize service disruption, reschedule until new Ingleside branch is completed

Remaining Projects & Assumptions

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Bayview	$3,629,000	$9,890,000	Start Design 7/07	Renovation, Addition, Property Acquisition
Golden Gate Valley	$5,073,000	$9,585,000	Start Design 1/08	Renovation & Addition
Merced	$3,990,000	$4,395,000	Proceed 1/08	Renovation & Addition
North Beach	$3,763,600	$7,750,000	Start Design 1/08	New Library

- Reserve 10% of outstanding construction (Remaining Projects)
- Construction estimates assume 5% escalation per year to MPOC



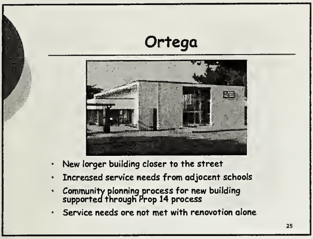
North Beach

- New larger building supported by community in the Park
- Service needs are not met with renovation alone
- Necessitates Park master planning process

Remaining Projects & Assumptions

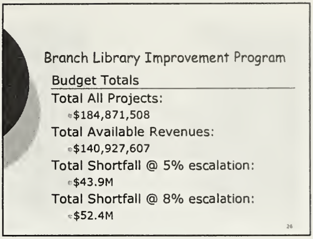
Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Bayview	$3,629,000	$9,890,000	Start Design 7/07	Renovation, Addition, Property Acquisition
Golden Gate Valley	$5,073,000	$9,585,000	Start Design 1/08	Renovation & Addition
Merced	$3,990,000	$4,395,000	Proceed 1/08	Renovation & Addition
North Beach	$3,763,600	$7,750,000	Start Design 1/08	New Library
Ortega	$3,382,000	$7,905,000	Proceed 7/07	New Library
Program wide costs	$0	$3,450,000	After 7/10	
Reserve	$0	$2,600,000		

- Reserve 10% of outstanding construction (Remaining Projects)
- Construction estimates assume 5% escalation per year to MPOC



Ortega

- New larger building closer to the street
- Increased service needs from adjacent schools
- Community planning process for new building supported through Prop 14 process
- Service needs are not met with renovation alone



Branch Library Improvement Program

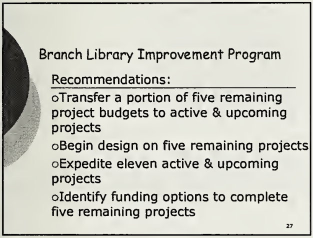
Budget Totals

Total All Projects:
- $184,871,508

Total Available Revenues:
- $140,927,607

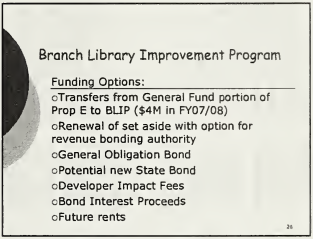
Total Shortfall @ 5% escalation:
- $43.9M

Total Shortfall @ 8% escalation:
- $52.4M



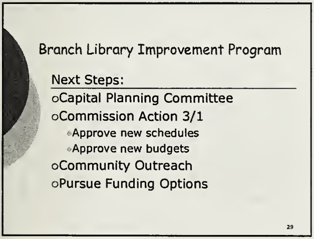
Branch Library Improvement Program

Recommendations:
- Transfer a portion of five remaining project budgets to active & upcoming projects
- Begin design on five remaining projects
- Expedite eleven active & upcoming projects
- Identify funding options to complete five remaining projects



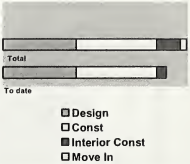
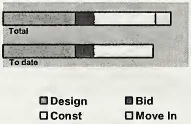
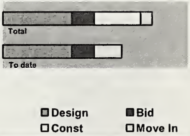
Branch Library Improvement Program

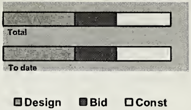
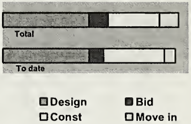
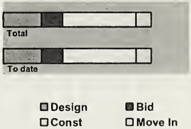
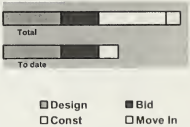
Funding Options:
- Transfers from General Fund portion of Prop E to BLIP ($4M in FY07/08)
- Renewal of set aside with option for revenue bonding authority
- General Obligation Bond
- Potential new State Bond
- Developer Impact Fees
- Bond Interest Proceeds
- Future rents



Branch Library Improvement Program

Next Steps:
- Capital Planning Committee
- Commission Action 3/1
  - Approve new schedules
  - Approve new budgets
- Community Outreach
- Pursue Funding Options

Branch	Contacts	Statistics		Activities	Schedule
Glen Park Branch 2825 Diamond Street	**District/Supervisor:** 8 / Dufty **Architect:** Tom Eliot Fisch Bureau of Architecture **Contractor:** Cooper Pugeda Management Inc.	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	**$1,202,000** **$0** **$1,202,000** **$475,290** **225 days** **7 days** **232 days** **5/19/07** **7/3/07**	Installing dry wall Rough in electrical and plumbing Change orders pending: Casework in program room $14k; mechanical equipment $28k; misc. framing changes $3k; electrical revisions in meter room $10k	
Marina Branch 1890 Chestnut Street	**District/Supervisor:** 2 / Alioto Pier **Architect:** Tom Eliot Fisch / Field Paoli **Contractor:** Trico Construction	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	**$2,393,700** **$250,278** **$2,643,978** **$2,367,134** **425 days** **64 days** **489 days** **1/2/07** **3/3/07**	Light fixtures, planting, asphalt concrete path and donor brick installation complete Fire alarm system certificate pending DTIS work for data and security ongoing Punchlist being created Change orders pending: Misc. owner requested revisions $51k	
Noe Valley Branch 451 Jersey Street	**District/Supervisor:** 8 / Dufty **Architect:** Carey & Co., Inc. **Contractor:** LC General Engineering & Const., Inc.	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	**$3,770,000** **$0** **$3,770,000** **$1,594,940** **485 days** **0 days** **485 days** **7/4/07** **9/2/07**	Ongoing interior framing Roughing in electrical & plumbing Concrete placement; shotcrete; structural steel for roof of children's room and main reading room complete Change orders pending: Soil grouting $8k; drinking fountain $3k; misc. revisions due to hidden conditions $20k	

Branch	Contacts	Statistics		Activities	Schedule
Presidio Branch 3150 Sacramento Street	**District/Supervisor:** 2 / Alioto-Pier **Engineer:** DPW **Contractor:** Valentine Construction	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	**$204,566** **$98,636** **$303,202** **$272,881** **105 days** **139 days** **244 days** **12/9/06** **12/23/06**	This contract is only for retaining wall repairs Closeout in process	
Sunset Branch 1305 18th Avenue	**District/Supervisor:** 5 / Mirkarimi **Architect:** Fougeron Architecture **Contractor:** Cooper Pugeda Management	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	**$796,888** **$234,536** **$1,031,424** **$842,565** **300 days** **21 days** **321 days** **7/16/06** **10/7/06**	Opens March 31st, 2007 Minor punchlist ongoing Cork flooring investigation complete; replacing loose tiles Late change order for shelving 95% complete No change orders pending	
West Portal Branch 900 Ulloa Street	**District/Supervisor:** 7 / Elsbernd **Architect:** Thomas Hacker Architects **Contractor:** MH Construction	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	**$2,980,000** **$296,813** **$3,276,813** **$3,102,677** **460 days** **118 days** **578 days** **8/7/06** **10/6/06**	Opened February 10th, 2007 Finishing punchlist items Change orders pending: Misc. owner requested revisions $45k; mover damage $4k; revisions for ADA $5k	
Western Addition Branch 1550 Scott Street	**District/Supervisor:** 5 / Mirkarimi **Architect:** Bureau of Architecture **Contractor:** CDX Builders Inc.	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	**$2,457,800** **$0** **$2,457,800** **$466,936** **425 days** **0 days** **425 days** **10/16/07** **12/15/07**	Roof collectors and structural steel at additions Roof sheathing complete Masonry complete Wall and ceiling framing Rough electrical and plumbing Change orders pending: Misc. hardware changes $4k	

Branch Library Improvement Program (BLIP) Report
Library Commission February 15,2007

INTRODUCTION-

- Begin the discussion on BLIP status with background information on
- Initial commitment and goals of the branch improvement program
- Discussion on current goals and basis for changes to the original goals
- Information on the current status of the overall program regarding costs and funding issues
- A review of each of the projects including their budget, schedule and scope
- A discussion on the overall funding issues and options and:
- Recommendations

INITIAL GOALS

- Seismic safety – ensure safe and welcoming facilities by addressing
- ADA access
- Modernization - this includes mechanical and electrical system upgrades, hazardous materials abatement, etc.

INITIAL COMMITMENT

- 19 renovations
- 5 property acquisitions
- Glen Park, Ingleside, Mission Bay, Portola and Visitacion Valley
- Acquisition and remodel of 190 9th Street – the support services building

CURRENT GOALS
What are the current goals?
Meeting the initials goals of seismic safety, access and modernization for the 19 renovations; 5 new buildings
But through the course of the planning, we have seen the program evolve
We have learned what works and doesn't work – from other cities and the capital projects they have undertaken – Seattle, San Jose
Have involved and engaged neighborhoods in planning for their respective branch libraries
Consistent with the original BLIP vision, we have maintained flexibility in responding to changing user expectations, range of formats
This has allowed us to examine and address emerging service needs

- Add Teen spaces
- Need for community meeting rooms
- Improve materials handling and ergonomic considerations for staff functions
- Maintain or expand collections
- Flexibility for future functions
- The need for more space

Let me give you some specific examples –
ORTEGA
Is on campus with 2 public schools and a Rec/Park facility and grounds.
And has been overcrowded after school and on Saturdays for many years.
We are glad to be a place that middle school age kids want to go and we need more room for them, as well as the adult and child population.
The neighborhood has almost no commercial or other recreational activity, so kids spend a lot of time here.
Only 4 branches have more foot traffic than Ortega, children's programs draw over 100 people.
The branch serves 5 public schools, as well as private, and is located in an ethnically diverse community, with almost half the population Asian-American.
There is no teen section/ area
NORTH BEACH
Is a location with a high Chinese population, many of whom overflow from a crowded Chinatown Branch.
It has the second highest use of the Teen collection in the entire Branch Division (after Chinatown)
The branch is well used in an area with active community groups and a demand for adult programming and tourist visits to the building.
The space is congested, with lines for the public restroom in staff space and inadequate computers for the demand.
Ethnically diverse – 50% Asian
Total of 4 public schools: 3 elementary schools and 1 middle school
BAYVIEW/ANNA E. WADEN
In the Southern/Southeastern third of the City, the only sizable facility currently is Excelsior.
It has 7 public schools, a large number for 1 medium-sized neighborhood.
Possibly the most ethnically diverse neighborhood in SF:

Demographics:	
African American	47 %
Asian	26 %
Hispanic	16%

Service Area:	
Population of about	34,000

7th largest of branch populations

Summarize new goals:

- Meet growing service needs
- Meet community expectations
- Provide well-designed staff spaces
- Design Libraries that will be relevant for decades to come

MANAGEMENT & OVERSIGHT-

Library Commission approvals are required for all budget and schedule changes and you review every project at the onset of design. In addition, the Library Commission has reassessed the overall program in the past such as the time you reviewed several scenarios related to Prop 14 funding.

Regular public reporting – every month there is a new schedule and a new budget released to the public. In addition, we prepare Quarterly Reports that are distributed publicly and to the Board of Supervisors and other City Departments. All of these reports are on the BLIP website.

We take typically 3 to 5 professional cost estimates at various stages of design. By taking regular estimates, we are able to adjust work scope on an ongoing basis to help us meet the budget. Also each project has a funding contingency to ensure that we have funds to meet unforeseen issues.

Early in design, we conduct tests & investigations to uncover as many unknowns as possible & help the design team come up with the most efficient & complete design.

We have a strong partnership with the Dept of Public Works. Their professional staff helps us manage the program, oversee construction, provides financial planning support, and for many projects, provides architectural services. We also work closely with the Mayor's budget office, the City Administrator's office, and each Supervisor to ensure that the projects are done well.

Community involvement – Some of our strongest oversight comes from the community residents in each neighborhood. We hold 4 or more public meetings in each community during the design process. People know what they want in their community and they hold us to it.

- Council of Neighborhood Libraries
- Neighborhood Library Campaign
- Library Citizens Advisory Council

The Citizens General Obligation Bond Oversight Committee that is charged with overseeing all the City's bond projects recognized the Branch Library Improvement Program. They reported that "the Library bond program staff has demonstrated excellent planning and oversight of financial resources and timelines." We're very proud to be singled out for this praise.

INTRODUCE MARILYN to discuss status and funding issues-

REVENUE SOURCES-
Not a $106M program:
The original bond request put to the Board of Supervisors recommended in excess of $130M, in May of 2000, seven years ago, based on seismic reports and estimates generated in the mid-90's. Much has happened to construction costs since the '90's. Recall several presentations given to this commission in 2004 and 2005, describing the local, national and world events that contributed to dramatic construction cost increases in the Bay Area. We have worked hard to increase our revenue sources since then & to manage the deficit we started with. We added earthquake safety funds remaining for branch libraries and Friends of the Library committed to raising $16M for furniture. More recently, we achieved $9.7M in state grants for furniture & construction and appropriated bond interest proceeds. We've transferred library preservation funds on three occasions. We've always known we couldn't afford the scope of work estimated in 2000 to cost $130M for only $106M, and we now know we can't buy the same scope of work estimated in 2000 at $130M for $130M. We now must meet better defined goals and the scope of work estimated in 2000 is inadequate to meet those goals. In addition, some projects require substantive scope increases due to recent service needs that could not have been foreseen over seven years ago.

Snapshot of our revenues & accomplishments:
Almost $75M in bonds have been sold to date; $31M more will be sold in the last fourth bond sale next fiscal year; $54M has been expended or encumbered to date; 5 properties have been purchased, 5 projects have been completed & are in operation, and another 4 projects are in construction.

CURRENT STATUS & ISSUES-

Costs have risen due to a number of issues out of our control, AND we have new goals & visions the program:

Fund sources assumed at the start of the Bond Program and during the course of the Bond Program have changed over time. We completed our planning assuming to receive at least $10M for construction costs alone from Prop 14 in order to make the program whole. Prop 14 determinations were not realized until early 2004. Until then, we did not know for certain if we would have funding to complete the program as originally planned. We instead received $8.9M for construction later in the program than originally assumed, which delayed a number of projects. We could not proceed with projects submitted to the State until we knew if the grants would be forthcoming. When we only received two approvals in the last 3rd grant cycle after submitting seven applications, we looked to the future for other funding options rather than drastically reducing the scope of work to meet the old budgets. We looked forward to the passage of Prop 81 in June 2006, expecting to recoup the difference & cover the cost of escalation due to delays in the previous grant determination process. Prop 81 did not pass.

Escalation rates in 2004 through today were much higher than originally estimated when the bond program was assembled in May of 2000. The original bond program assumed no delays getting State funding or community approvals, certainly no delays to consider alternative proposals, as we did in Eureka Valley, North Beach, Ortega & Bernal Heights. In 2000, escalation was calculated at 4% per year from estimates dating back to the mid-90's. However, over the course of the last 3 years alone, we've seen a simple construction escalation rate in the Bay Area of at least 45%, as reported by LL Cummings to the California Library Association. And this is the rate before local bid climate issues are incorporated. As prices rose, we experienced further delays trying to adjust the scope of work to meet the old budgets. Often the resulting scope of work was unacceptably low to achieve our goals and hard choices were made here in this commission, project by project. Inevitably, escalation affected almost every project. Excelsior (bid in 2003), Sunset and Marina (both bid in 2005 met their construction budgets.

The Bid Climate in San Francisco, particularly for City projects, is hostile. There is simply too much work out there to choose from and contractors would rather NOT to do heavily burdened City work. DPW, SFIA and other departments have documented evidence that fewer bidders are showing up on bid day. This creates a bid environment with virtually no competition and higher prices than estimated during design. Professional estimators Lee Saylor, LL Cummings and other national firms are in agreement: expect prices to be up to 50% higher with only 1 bid, 10% to 25% higher with 2 or 3 bidders, unless you have 6 or more bidders can you assume you will get a competitive bid as estimated.

We have embraced a momentum created by our completed & funded projects that has established a level of quality & expectation that can not be ignored or reduced as we move forward. The original program anticipated a simple set of goals to achieve seismic safety, ADA access, abate any remaining hazardous materials, increase the number of electrical outlets for technology and replace aging mechanical systems. However, the public, the commission & library administration's goal is to do the right thing in each neighborhood, to take the time to develop a set of standards, to hire experienced consultants & staff, to develop building programs based on future service & operational needs. This took time: The first bond sale was appropriated in Fall of 2001. Project budgets were established October 2001. The Branch Facilities Plan which defined deferred maintenance requirements, gave a project by project facilities assessment, and assigned basic program wide service needs was presented to this commission in early 2002. Also in 2002, all projects were cut 5% across the board to create a reserve to address the possibility that we might NOT receive $10M from the State and budget overruns in the property acquisitions. The first of many Requests for Proposals for consulting architects which allowed us to negotiate contracts was completed in early 2003. Property acquisitions were substantially complete or committed by the end of 2003. The Interior Standards which defined ergonomic, furniture and technology requirements system-wide, was presented to this commission in early 2004 after extensive staff input. We've spent time to learn from other cities that are ahead of us in their capital improvement programs. LA, Portland, Seattle, have taught the library industry much that will benefit public services for years to come.

In order to meet the demands imposed by these issues, we propose revising the project budgets to support and advance our current program goals:

COMPLETED PROJECTS-

In the completed category, we have these 6 projects. Any balances remaining when the contracts are closed out will return to reserve and I will report on these budgetary activities as they arise.

In order to create a budget, a schedule & scope of work need to be established first. Then construction cost estimates can be generated. Conversely, as schedule & scope change, budgets will change. I have defined these three critical aspects on each slide.

The schedule & scope of work for each project was assessed and evaluated in the course of many debriefings and meetings to arrive at the recommended budgets prepared today. As variables change, modifications are made & budgets adjusted to respond. Today's budgets are a moment in time, based on decisions made after thoughtful consideration based on current information available. Multiple options for each project were estimated by the professional cost estimating company CM West. The estimator used existing plans, seismic reports and any available design documents, visited the sites, and applied unit costs as of January 2006 to their estimated quantities of materials & construction schedules. Escalation was applied from the estimate date to the assumed mid point of construction. The 20 year average as reported by Engineering News Record of 5%, also recommended by Reed Construction Data, was calculated and added to the construction costs from January 2006. The resulting construction budget was inserted into each library project budget, adding percentages for permit fees and public art as applicable, cost of architects, engineers, and construction managers, cost for surveys, geotechnical reports and structural investigations, cost for other City Departments to install teldata systems & abate hazardous materials, and a contingency for change orders. The result is a project budget as presented today. A third party reviewer also evaluated every construction cost estimate and project budget. If modifications were made to the start dates of projects after running the estimates, the escalation was re-calculated and the project budget revised.

The project budgets, both approved and recommended, include the hard costs, or direct costs of building, construction labor & materials, and the soft costs, or everything else that is not construction labor & materials, such as architects, engineers & permit fees. Our quarterly reports break down each project budget into these two main categories plus moving costs, furniture costs, and property acquisition costs.

At Excelsior, we spent $266 per square foot, renovation and minor addition, there was very little site work.

Mission Bay was $351 per square foot, for new construction, no site work.

West portal's renovation and large addition was $441 per square foot which included a new paved courtyard in front.

Sunset's interior remodel was $109 per square foot. There was no structural work or ADA improvements to make. The seismic upgrade and elevator were completed in the 90's. We redid the public restrooms and remodeled some of the public areas. No increase of the total public service area was made and no site work was done.

FUNDED PROJECTS-

We have five funded projects in construction; there are no budget changes recommended. As bids came in, you were presented with a project budget that included adequate contingencies for change orders built in. So far, the pre-planning & extra money spent in design to verify foundations, property lines, geotechnical data and strength of existing materials has paid off- there have been no disproportionate change orders. Marina's bid came in under budget and we were able to award add alternates for landscaping all around the branch. As with the completed projects, any balances remaining when the contracts are closed out will return to reserve.

When completed, we will have spent $384 per square foot on construction at Marina, a renovation of an SHR 4 with a major addition and a lot of site work on all four sides.

Glen Park, which is an interior improvement similar to a commercial TI project, where the shell & core was built by a developer, we will have spent $179 a square foot.

At Noe Valley, an historic landmark on a mid-block site, also an SHR 4, with an addition created mostly by excavating under the existing building, we are spending $716 per square foot.

At the Western Addition Branch, a renovation with two minor additions, we will spend $382 a square foot. We do not have adequate funding to improve the park surrounding the branch.

ACTIVE PROJECTS-

The following projects are actively in design (DD stands for design development, CD for construction documents, which comes after DD, and before bidding); we are receiving updated estimates from our architects on a regular basis:

At Richmond, our current budget is $11,615,000 which includes $7.1M to award the base bid construction contract. This was based on an estimate taken at 90% design completion assuming a competitive bid. Instead, we received one bid, and as forewarned, it was 40% over budget. As allowed by charter, the director of public works has determined that the most expeditious manner of completing this project is to reject the bid & begin negotiations with a contractor. We are in that process now. We do not have a final bid offer. The recommended budget today includes the cost for the work as known at this time and provides a change order contingency of 15%, as well as funding required fees for public art, permits and other items tied to the cost of construction. The Richmond budget has changed four times, and has been delayed as we waited for a determination from the State. This project, our largest in the program, is a State grant recipient. We applied twice. Predominantly due to the schedule issues prompted by the uncertainty of project funding and bid climate factors, the project budget needs to be increased again. Because this project is a State Grant project, we are not at liberty to reduce the size of the project or the building program without losing the grant. For $13.9M, we get a renovation of this 9000SF branch, including seismic upgrade of an SHR 4, ADA compliance and abatement, in this historic landmark building, plus a 4000 SF addition. If approved, Richmond will move into the Funded Category.

At Portola, our current budget is $4,818,520 for construction, design and includes $1.3M for the property acquisition. I have reported that construction estimates are coming in excess of this throughout the design phase. We have made as many reductions as possible and arrived at a recommended total project budget of $6,060,500. This project will be advertised to bid soon, it is currently at the printers. This project was submitted for a grant, but did not receive any grant funding. We were delayed due to the uncertainty of funding. Due to escalation increases suffered, we increased the project budget twice, last time in January '05. If we were to attempt to redesign this project in order to meet the current budget, the building would have to be cut drastically. If approved, we get a new 6000SF branch library where we currently have a smaller rented facility plus about 2000SF of site improvements. This satisfies one of the original bond program's mandates, to replace the rented facilities with City owned buildings.

In Ingleside, our current budget is $6,245,000 which includes $2M for the property acquisition. This project is partially funded by a State Grant which we applied for in January '04. We delayed the project due to the uncertainty of funding. Our application was successful and we are getting almost $3.5M from the State for construction. We've changed the project budget four times so far to address escalation and property acquisition overages, most recently last August. But the State approval process during design continues to delay us. The State reviews the drawings and specs five times during design. They are reviewing the 95% set now and have one more review before we are allowed to bid. If approved, we will achieve a new 6000SF branch on Ocean Ave and plan to break ground this summer.

The Potrero, Eureka Valley and Bernal Heights project budgets were last revised in January 2002, when all projects were cut 5% across the board in order to create a prudent reserve. In other words, before any community meetings were held or library service needs were assessed or any verification of the facility assessment. Now that we have completed our planning work, more realistic budgets can be recommended.

If approved, in Potrero we will see a renovated branch with a new second floor, increasing the size of the library by a third. The original schedule anticipated we would bid early this year. At one point, we hoped to move the project up, thereby saving escalation. But the new second floor required a variance from the planning department. We are now poised to bid this summer, almost back to the original schedule. But as we know, escalation has varied greatly from the time the original budget was created, a budget that was also cut with no concurrent scope reduction before design started. The current approved project budget is $3,968,500 and the recommended based on Design Development documents is $4,470,000. We are still completing and incorporating geotechnical data which could affect costs.

At Eureka Valley, the current budget is $4,351,000. Due to delays discussing an alternative proposal for the site, we did not start design until last year. We are expecting to bid this summer and our most recent estimates based on Schematic Design documents predicts a project cost of $5,370,000.

At the Bernal branch, we spent time designing an addition that was over budget in order to increase the children's library by 50% and maintain a large community meeting room. We spent time evaluating how the spaces could be shared with City College's preschool program and if library bond funds could be used for that purpose. This commission took action last year to delete the expensive addition, and expand the branch to the existing lower level in order to get as large a library as possible within the confines of the budget. This renovation nets a significant expansion in public service area, particularly for the children's collection which increases by over 40%, and provides a community meeting room with after hours access as they currently enjoy. The recommended budget reflects recent escalation effects from the past few years and is based on schematic design documents. We are currently in Design Development phase & plan to go out to bid this summer.

UPCOMING PROJECTS-

We propose funding this list of projects and moving forward to completion as expeditiously as possible. We suggest starting in July, very soon. There are Requests for Proposals to issue and teams to assemble. In order to stay on schedule and meet the assumptions built into these recommended budgets, approval is needed soon. Many assumptions were made to arrive at the recommended budgets you see today. We have no designs yet for Anza, Park or Presidio, and only conceptual work on Parkside & Visitacion Valley. A number of variables could affect the budgets and start dates presented today. These are not guaranteed figures, but our best informed recommendations.

At Anza Branch, we were originally scheduled to begin design by now, but delayed when the estimates came in higher than we could afford. At Anza, using existing building information, we evaluated the size of the addition that could meet the service needs. The current approved budget was last revised in January 2002 before any community meetings were held or library service needs were assessed. Our recommended budget at this time is $6,325,000 for a renovation and addition similar in scope to West Portal. The current budget is $4,503,000.

Park & Presidio branches were seismically upgraded and brought up to disabled access standards in the 1990's. They have always been scheduled to be done at the end of the program. We have no designs started but envision something similar to Sunset Branch, where an interior remodel was completed. There should be no structural work or ADA improvements to make. We might enlarge the public restrooms if needed and remodel some of the public areas. No increase of the total public service area is anticipated and no site work is needed. The recommended budget is simply an increase to cover the higher cost of escalation realized in recent years.

If approved, we will see a renovated branch with a new addition as supported by the community in Parkside, which represents a significant increase to the original bond program assumptions that anticipated no addition would be needed. Now that West Portal is open, we can start working on the designs as soon as the recommended budget is approved. This project budget updates the escalation assumptions made in 2003 during conceptual design. The current approved project budget last approved in 2003 is $3,236,000 and the recommended based on conceptual designs is $4,907,000.

Vis Valley is the last of the leased facilities to replace, therefore we recommend beginning as soon as the recommended budget is approved, by this July. Vis Valley community housing will increase considerably in the coming years. Our needs assessment for the state grant done in 2004 confirmed a service need of at least 8500SF. We already own the property and the community has gone through an extensive planning process. The budget has increased due to continuing delays due to uncertainty of funding and considerable increase in the scope of the project than originally envisioned. With this recommended budget, we can provide an 8700SF new building on a 16,000SF lot in a neighborhood where we currently have a small storefront.

PROGRAM WIDE COSTS & ASSUMPTIONS-

The remainder of the budgeted costs are program-wide, not project based.

The budget for furniture and moveable equipment is managed by the Friends and is committed at $16M.

Program wide costs include services & materials that cannot be assigned to any one project, such as direct costs for things like outreach, consultants hired for assessments & studies, City staff managing & overseeing the program, Real Estate Department's costs to manage the property acquisitions, Arts Commission costs and funding of the public art program, Moving & Interim Services costs, and bond financing & issuance costs. The current approved budget only funds these items to mid 2009, with labor costs tapering off to the end of 2009. In order to realize the completion of the active and upcoming projects, program wide costs have been extended to July 2010. The increase also includes added costs and consultants, such as needed to update the interiors standards. And the City's management staff will be increased to help maintain the schedules as we move forward.

The program wide reserve recommended is based on a calculation of 5% of construction costs for the active & upcoming projects only. This is in addition to the contingencies built into each project and could be used if the bid climate continues to be hostile or the escalation rates vary from the assumptions.

Escalation is assumed at 5% per year from the time the estimates were taken in January 2006 to the Mid Point of Construction. This is the industry standard at this time but can change in the future.

BUDGET SUBTOTAL-

The subtotal for this group of projects is $139,296,508. We have $140,927,607 in revenues available today. We propose to use the remaining revenue to start design on two projects, Bayview and Ortega, and to begin master planning for North Beach. This will help stay on schedule & in conformance with budget assumptions for those projects.

REMAINING PROJECTS & ASSUMPTIONS-

In order to fully fund the active and upcoming projects, we are recommending schedule & budget, and in some cases scope, changes for 5 projects: Bayview, Golden Gate Valley, Merced, North Beach, and Ortega. These project choices are based on the following assumptions:

- We want to meet our current service goals as discussed earlier.
- It is a priority to replace all leased facilities with new buildings as soon as possible.
- It is a priority to complete the renovation of the Seismic Hazard Rating 4 buildings.
- We want to ensure a geographic distribution of branches
- For Bayview, North Beach, and Ortega we need to increase the scope of the project to meet their service needs
- We chose branches where the change in schedule would give us the least disruption or impact in service

BAYVIEW-

The Bayview branch is a very active branch in a growing community. To meet it's increasing service needs, the Library is recommending increasing the scope of the project by purchasing AN adjacent property and build a substantial addition. Based on recent estimates this would increase the project budget from $3,629,000 to $9,890,000. The branch is one of the newest in the system, built in 1969.

With the new light rail system and increased housing developments, the Library anticipates the need for a larger facility. We recommend keeping a portion of the budget to begin design this July, but additional funds must be identified to finish design & start construction.

GOLDEN GATE VALLEY-

The Golden Gate Valley branch is an historical Landmark Carnegie building. The Library is recommending renovation with a minor addition, including seismic strengthening, making it fully accessible, system upgrades and new public restrooms, while preserving the historic character. Based on a recent estimate, restoration costs have increased considerably, similar to the Noe Valley project. To fulfill the service needs, the budget will need to increase from $5,073,000 to$9,585,000.

MERCED-

The Merced branch has had one community meeting, where the public urged the Library to "leave the branch exactly like it is now!" However, it needs seismic, ADA, and mechanical upgrades, new restrooms, and additional staff work space. The Library is recommending holding off design work until January 2008, when additional funding should be identified & made available. Under this schedule, the branch won't close for renovation until the nearby new Ingleside branch library is complete and opened. The new Ingleside branch could provide needed service to Merced residents during the renovation. Recent estimates for the Merced project show the budget increasing from $3,990,000 to $4,395,000, predominantly due to the rescheduled start date and escalation.

NORTH BEACH-

The North Beach branch project is currently on hold. An initial community meeting was held in July 2003. Under the original project scope, people were concerned that the branch would be closed for construction for years, considerable funds would be used, and yet there would be no additional space for increased services. The branch requires seismic, ADA, and mechanical upgrades. The branch sits on Park land and there have been many discussions regarding the need for a Master Plan of the entire park and perhaps a different location for the branch within the park. The Library is recommending changing the scope of the North Beach project from a renovation to a new building, starting the Master Planning process with cooperation from Rec & Park as soon as possible, and starting design January 2008 after new funding is identified. Based on recent estimates, the budget will need to increase to $7,750,000.

ORTEGA-

The Ortega branch was early on planned as a renovation and addition. However it is adjacent to the largest middle school, an elementary school, a playground, and a Rec

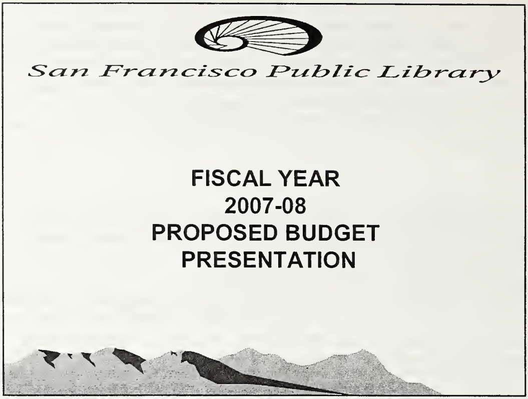
Center: the branch is filled beyond capacity. The Library realized several years ago that the service needs would be better met with a new building and submitted a Prop 14 application for a new 8,500 SF building, closer to the street. The community is very supportive, having gone through an extensive Prop 14 planning process. We are currently recommending a new building, to start design work July 2007, but additional funding must be secured in order to finish design and start construction. The recommended increase for this project is from $3,382,000 to $7,905,000.

BUDGET TOTALS-
(Go thru slide)

RECOMMENDATIONS-
- Transfer a portion of five remaining project budgets to active and upcoming projects - the five projects are Bayview, Golden Gate Valley, Merced, North Beach, and Ortega
- Begin design on some of these remaining projects
- Expedite 11 active and upcoming projects by funding any shortfall – Marilyn has described these eleven projects – Richmond, Portola, Ingleside, Potrero, Eureka Valley, Bernal Heights, Anza, Park, Parkside, Presidio, and Visitacion Valley
- Identify funding options to complete five remaining projects

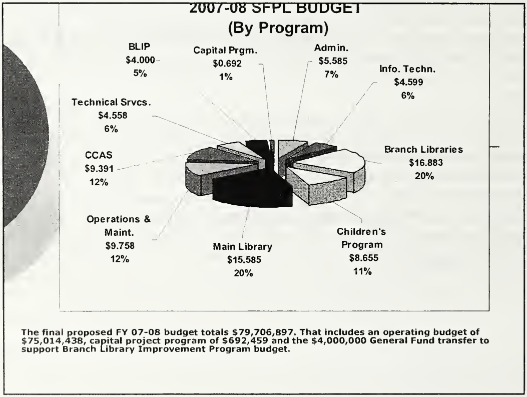
FUNDING OPTIONS-
- Transfers from General Fund portion of PROP E to BLIP ($4M in FY07/08)
- Renewal of set aside with option for revenue bonding authority
- General Obligation Bond
- Potential new State Bond
- Developer Impact fees – for Visitacion Valley it looks promising to help bridge the amount needed for a new branch
- Bond Interest Proceeds
- Rents

NEXT STEPS-
- Capital planning committee Feb. 22
- Commission Action on March 1
- Reschedule 5 projects
- Transfer potion of budgets to active and upcoming projects
- Community Outreach
- Pursue funding options



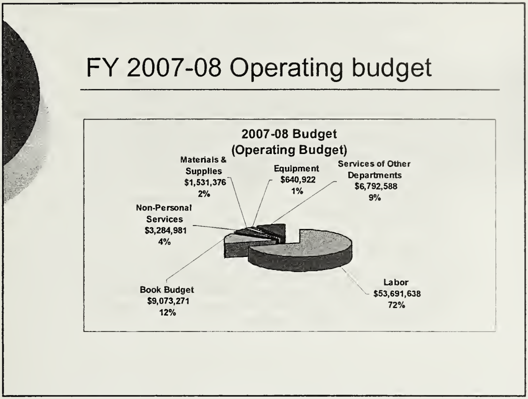
San Francisco Public Library

FISCAL YEAR
2007-08
PROPOSED BUDGET
PRESENTATION

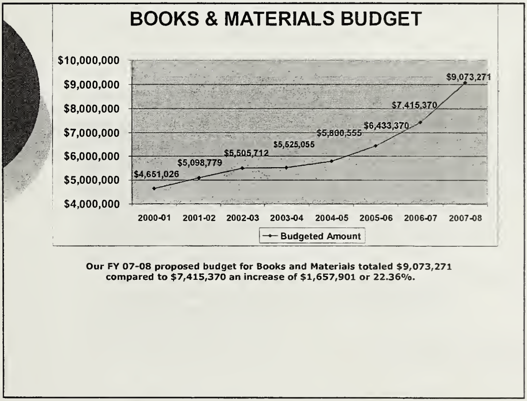


2007-08 SFPL BUDGET
(By Program)

The final proposed FY 07-08 budget totals $79,706,897. That includes an operating budget of $75,014,438, capital project program of $692,459 and the $4,000,000 General Fund transfer to support Branch Library Improvement Program budget.



FY 2007-08 Operating budget



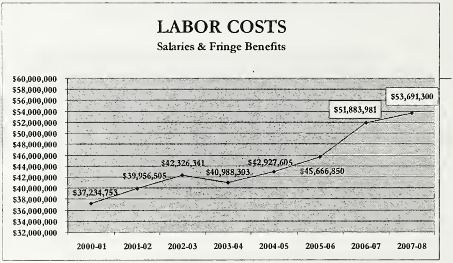
BOOKS & MATERIALS BUDGET

Our FY 07-08 proposed budget for Books and Materials totaled $9,073,271 compared to $7,415,370 an increase of $1,657,901 or 22.36%.

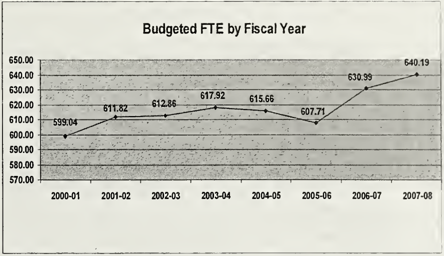
Inflationary factors in the BCP for Books and Materials.

CPI (Consumer Price Index) 2005		3.4%	U.S Bureau of Labor Statistics
Serials	8.7%		
Newspapers	-0.9%		
International Newspapers	-3.4%		
Hardcover books	10.0%		The Bowker Annual
Mass Market Paperbacks	2.2%		
Trade Paperbacks	-5.5%		
Average book and serials increase		1.9%	

The comparison chart above shows that the average increase in price for books and serials is lower than the national average for 2005, as reported in the Consumer Price Incex.



Our FY 07-08 proposed budget for Labor (Salaries & Fringes) totaled $53,691,300 compare to $51,883,981, an increase of $1,807,319 or 3.48%.



Our FY 07-08 proposed budget included employee Full Time Equivalent (FTE) of 640.19 compared to 630.99 an increase of 9.20 FTE or 1.46%.

Budget Change Proposals (BCPs)

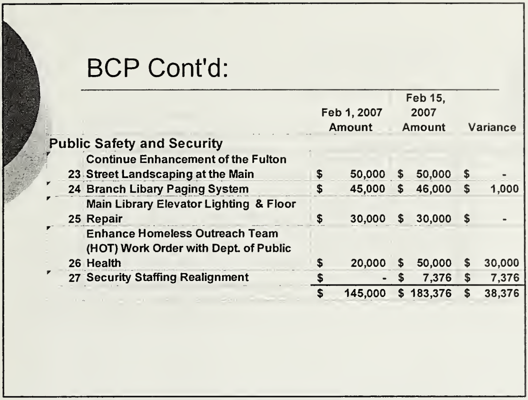
		Feb 1, 2007 Amount	Feb 15, 2007 Amount	Variance
Public Services and Outreach				
1	New Staff Support for Library Publications/Public Information Officer	$ 72,604	$ 68,922	$ (3,682)
2	Staffing for Adult Outreach Program	$ 72,188	$ 72,323	$ 135
3	Support Services for the Youth Guidance Center's Library	$ 40,873	$ 42,474	$ 1,601
4	Enhancement of the Supporting Successful Teens Program	$ 23,000	$ 23,000	$ -
5	Statistics Enhancement & Standardization	$ 9,075	$ 9,075	$ -
6	Graphic Artist Position Upgrade	$ 7,891	$ 19,347	$ 11,456
7	Continuation of the Every Child Ready to Read Caregiver Workshop	$ 6,000	$ 6,000	$ -
8	Restoration of the Office of Children and Youth Services' Materials' Budget	$ 5,000	$ 5,000	$ -
9	Expansion of Extended Branch Hours	$ -	$ 270,465	$ 270,465
		$ 236,631	$ 516,606	$ 279,975

BCP Cont'd:

		Feb 1, 2007 Amount	Feb 15, 2007 Amount	Variance
Library Collections				
10	Augmentation to Library Book and Materials Budget	$ 1,490,000	$ 1,542,000	$ 52,000
11	Position Upgrade	$ 120,111	$ 123,753	$ 3,642
12	Book Processing Supply Budget Enhancement	$ 41,520	$ 41,520	$ -
13	Archival Shelving at the Main Library	$ 13,000	$ 13,000	$ -
14	Update authority records in bibliograhic database	$ 11,000	$ 11,000	$ -
		$ 1,675,631	$ 1,731,273	$ 55,642

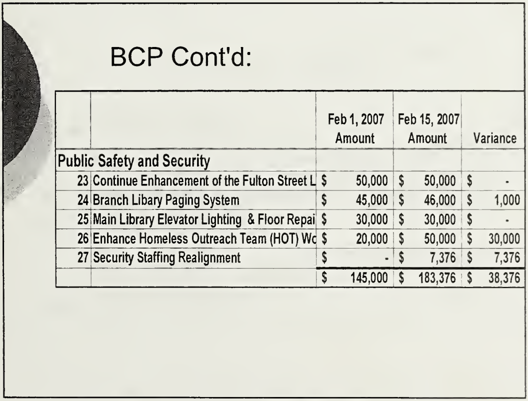
BCP Cont'd:

Asset Management				
15	Completion of the First Floor Post Occupancy Evaluation (POE) Project at the Main	$ 362,459	$ 362,459	$ -
16	Restoration of Historic Infrastructure at branch Libraries	$ 125,000	$ 125,000	$ -
17	Installation of a Variable Frequency Drive for the Air Conditioning Chiller at the Main	$ 85,000	$ 85,000	$ -
18	Installation of a turning vanes in fan room one at the Main	$ 70,000	$ 70,000	$ -
19	Replace the partition between Latino/Hispanic Rooms A & B at the Main	$ 41,000	$ 41,000	$ -
20	Interior Painting at the Main	$ 40,000	$ 40,000	$ -
21	LCD light conversion at the Main	$ 40,000	$ 40,000	$ -
22	Branch Library Irrigation System Repair	$ 20,000	$ 20,000	$ -
		$ 783,459	$ 783,459	$ -



BCP Cont'd:

		Feb 1, 2007 Amount	Feb 15, 2007 Amount	Variance
Public Safety and Security				
23	Continue Enhancement of the Fulton Street Landscaping at the Main	$ 50,000	$ 50,000	$ -
24	Branch Libary Paging System	$ 45,000	$ 46,000	$ 1,000
25	Main Library Elevator Lighting & Floor Repair	$ 30,000	$ 30,000	$ -
26	Enhance Homeless Outreach Team (HOT) Work Order with Dept. of Public Health	$ 20,000	$ 50,000	$ 30,000
27	Security Staffing Realignment	$ -	$ 7,376	$ 7,376
		$ 145,000	$ 183,376	$ 38,376



BCP Cont'd:

		Feb 1, 2007 Amount	Feb 15, 2007 Amount	Variance
Public Safety and Security				
23	Continue Enhancement of the Fulton Street L	$ 50,000	$ 50,000	$ -
24	Branch Libary Paging System	$ 45,000	$ 46,000	$ 1,000
25	Main Library Elevator Lighting & Floor Repai	$ 30,000	$ 30,000	$ -
26	Enhance Homeless Outreach Team (HOT) Wc	$ 20,000	$ 50,000	$ 30,000
27	Security Staffing Realignment	$ -	$ 7,376	$ 7,376
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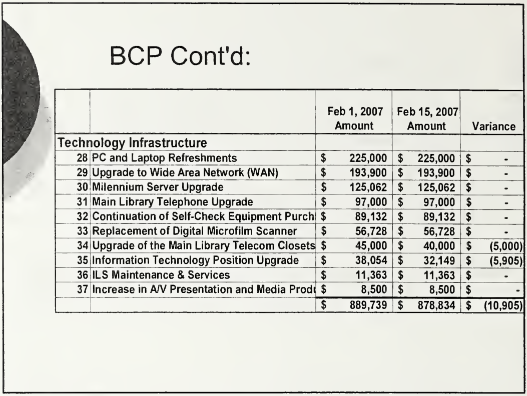
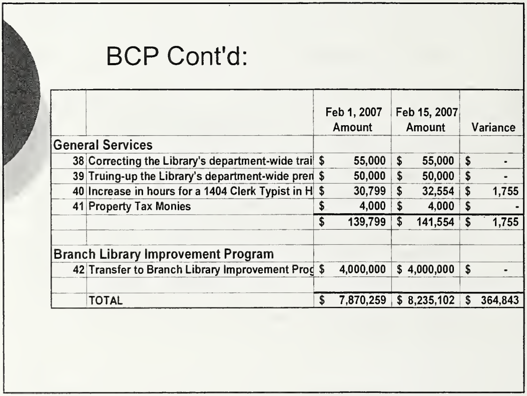


BCP Cont'd:

		Feb 1, 2007 Amount	Feb 15, 2007 Amount	Variance
Technology Infrastructure				
28	PC and Laptop Refreshments	$ 225,000	$ 225,000	$ -
29	Upgrade to Wide Area Network (WAN)	$ 193,900	$ 193,900	$ -
30	Milennium Server Upgrade	$ 125,062	$ 125,062	$ -
31	Main Library Telephone Upgrade	$ 97,000	$ 97,000	$ -
32	Continuation of Self-Check Equipment Purch	$ 89,132	$ 89,132	$ -
33	Replacement of Digital Microfilm Scanner	$ 56,728	$ 56,728	$ -
34	Upgrade of the Main Library Telecom Closets	$ 45,000	$ 40,000	$ (5,000)
35	Information Technology Position Upgrade	$ 38,054	$ 32,149	$ (5,905)
36	ILS Maintenance & Services	$ 11,363	$ 11,363	$ -
37	Increase in A/V Presentation and Media Prod	$ 8,500	$ 8,500	$ -
		$ 889,739	$ 878,834	$ (10,905)



BCP Cont'd:

		Feb 1, 2007 Amount	Feb 15, 2007 Amount	Variance
General Services				
38	Correcting the Library's department-wide trai	$ 55,000	$ 55,000	$ -
39	Truing-up the Library's department-wide pren	$ 50,000	$ 50,000	$ -
40	Increase in hours for a 1404 Clerk Typist in H	$ 30,799	$ 32,554	$ 1,755
41	Property Tax Monies	$ 4,000	$ 4,000	$ -
		$ 139,799	$ 141,554	$ 1,755
Branch Library Improvement Program				
42	Transfer to Branch Library Improvement Prog	$ 4,000,000	$ 4,000,000	$ -
	TOTAL	$ 7,870,259	$ 8,235,102	$ 364,843

How did we balance our budget?

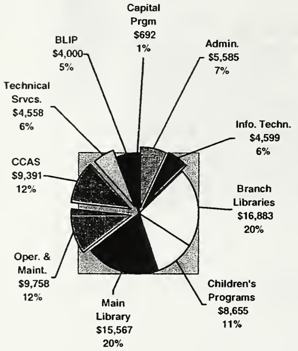
Baseline Revenues		**$69,765,500**
General Fund Support	**$39,931,500**	
Unallocated Property Tax	**$29,834,000**	
Misc. Annual Sources		**$ 1,227,675**
Fuhrman Trust		**$ 330,000**
State Grants & Subventions (PLF)		**$ 597,182**
Library Improvement Fund		**$ 362,459**
Reserve Balance (Cash Basis)		**$ 8,967,152**
Total Revenues		**$81,249,968**
Proposed FY 07-08 Budget		**$79,706,897**
Remaining Reserve		**$ 1,543,071**

FY 2007-08 Next Steps

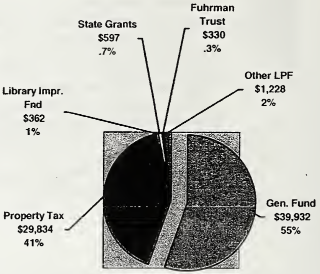
- Budget Submission due to Controller:
  Feb. 21, 2007
- Capital Planning Committee hearing on BLIP
  Feb. 22, 2007
- Budget Submission due to Mayor's Office
  March 1, 2007

Budget Overview: 2007-08

Program Expenditure (millions)



Revenue by Source (millions)



	2006-07 AAO	2007-08 Proposed	Change	% Chg
Expenditures – Operations	$70,836,574	$75,014,438	$4,177,864	5.89%
Expenditures – Transfer to BLIP	$4,000,000	$4,000,000	$0	0%
Expenditures – Capital Program	$250,000	$692,459	$442,459	176.98%
Total Expenditures	**$75,086,574**	**$79,706,897**	**$4,620,323**	**6.15%**
FTE	**630.99**	**640.19**	**9.20**	**1.46%**

The Library's proposed budget for 2007-08 totals $79.707 million & supports approximately 640 FTE. It includes:

- **$1.099** million in baseline increases (salary/fringe adjustments required by labor contracts), including funds to continue the extended branch hours added in the budget in FY 06-07 by the Board of Supervisors, and,

- **$8.235** million in budget change proposals (BCP) which includes a $4 million transfer from the General Fund allocation to augment the BLIP budget to support renovation costs for the Branch Library Improvement Program (BLIP).

Revenue Budget

Public Library services are funded by annual revenue allocations made pursuant to Charter Section **16.109**. The Charter requires allocation of property taxes equivalent to **2½ cents** for every **$100** of assessed property valuation in the City; and, allocation of non-discretionary General Fund equal to the percentage of non-discretionary General Fund received by the Library in 1992-93 (approximately 2%). Funding is appropriated to the Library through the Library Preservation Fund (LPF). For 2007-08, the Library is expecting an increase allocation of **5%** from the Library Preservation Fund, totaling **$69,765,500.**

Revenue sources total **$72.282** million with LPF baseline and other annual miscellaneous revenue (Fuhrman, gifts, grants, etc) accounting for **91%** of proposed spending. The balance of revenue **9%** is from LPF reserves. Revenue detail is shown below:

	2006-07	2007-08	Change	% Change
Property Tax	$29,834,000	$29,834,000	$ 0	0%
General Fund	$38,030,000	$39,931,500	$ 1,901,500	5%
Subtotal LPF Base	**$67,864,000**	**$69,765,500**	**$ 1,901,500**	**5%**
Misc. Annual Sources	$ 902,675	$ 1,227,675	$ 325,000	36%
Fuhrman Trust	$ 330,000	$ 330,000	$ 0	0.0%
LPF Reserve	$ 5,539,925	$ 7,424,081	$ 1,884,156	34.01%
State Grants & Subv.	$ 449,974	$ 597,182	$ 147,208	32.71%
Library Improv. Fund	$ 0	$ 362,459	$ 362,459	100%
Subtotal	**$ 7,222,574**	**$ 9,941,397**	**$ 2,718,823**	**37.64%**
Total	**$75,086,574**	**$79,706,897**	**$ 4,620,323**	**6.15%**

LPF allocations (General Fund & Property Tax) are up **$1.9** million or **5%** from calendar year appropriation levels (from **$67.9** million to **$69.8** million). Property tax allocations are projected to increase, but we don't know at this point until Controller's Office 9 months projection report will be released.

With regard to the Library Preservation Fund (LFP) reserve:

- Current balance is **$8.967** million and administration recommends using **$7.424** million to support the budget.
- If approved, the LPF would have a remaining balance of **$1.543** million (cash basis) or **1.99%** of baseline revenue.

Anticipated revenue growth means that:

- The Library will not have an operating budget deficit in 2007-08.
- There are funds available in the Library Preservation Fund to support spending proposals that enhance public service, increase books and materials collections, increase operating efficiencies, and maintain and repair Library facilities.

Summary:

Baseline revenue available to fund Library operations in 2007-08 totals **$69,765,500**. The proposed baseline budget for 2007-08 totals **$79,706,897** or **$9,941,397** more than available revenue. The increase covers mandated salary increases and Budget Change Proposals totaling **$8,235,102**. The Administration proposes spending **$7,424,081** from the Library Preservation Fund reserve to bring spending in line with available revenue. The Library Preservation Fund Reserve would have a remaining balance (cash basis) of **$1,543,071** or **1.99%** of baseline revenue.

The proposed budget supports library services and operations in keeping with the department's priorities which emphasize public services and outreach; improved library collections; asset management; public safety and security; technology infrastructure and the Branch Library Improvement Program.

Next Steps:

All City Departments are required by the Mayor to submit their budgets on **February 21, 2007**. As part of the budget development process, the City's Capital Planning Committee (CPC) annually updates its ten-year capital plan for city-owned facilities and infrastructure and all departments must submit their annual capital budget proposals (projects in excess of $50,000) to the CPC based on the ten-year plan. The CPC reviews all City Department budget proposals and makes recommendations to the Mayor and the Board of Supervisors on all budget proposals. The Library will be presenting its FY 07-08 capital budget and discussing its ten-year capital plan to the CPC on **February 22, 2007**. The Library's Renewal Program over the ten-year period is estimated to be $6M, which will be fully funded through our annual budget appropriation. The Library's Enhancement Program is broken into two, five year phases: (1) the first phase is between FY 07-08 and FY 11-12 and includes the selling of the remaining $31M in un-issued BLIP bonds, the appropriation of $1M in bond interest and $6M in both developer impact fees and additional dollars from the Library's general fund set-aside; (2) the second phase is between FY 12-13 and FY 16-17 and as this time there are no major enhancements scheduled for that time frame. The Library will also be discussing the estimated budget shortfall for BLIP of $40M at the February 5th meeting. The CPC will make recommendations to the Mayor and the Board of Supervisors on how the Library should bridge that gap in order to complete the BLIP as planned.

A summary of the Budget Change Proposals (BCP) are included in this report.

The Library Commission will be asked to take action on the proposed FY 07-08 budget during its meeting on **February 15th**.

Recommended Final
FY 2007-2008
Budget Change Proposals

		Feb 1, 2007 Amount	Feb 15, 2007 Amount	Variance
blic Services and Outreach				
1	New Staff Support for Library Publications/Public Information Officer	$ 72,604	$ 68,922	$ (3,682)
2	Staffing for Adult Outreach Program	$ 72,188	$ 72,323	$ 135
3	Support Services for the Youth Guidance Center's Library	$ 40,873	$ 42,474	$ 1,601
4	Enhancement of the Supporting Successful Teens Program	$ 23,000	$ 23,000	$ -
5	Statistics Enhancement & Standardization	$ 9,075	$ 9,075	$ -
6	Graphic Artist Position Upgrade	$ 7,891	$ 19,347	$ 11,456
7	Continuation of the Every Child Ready to Read Caregiver Workshop	$ 6,000	$ 6,000	$ -
8	Restoration of the Office of Children and Youth Services' Materials' Budget	$ 5,000	$ 5,000	$ -
9	Expansion of Extended Branch Hours	$ -	$ 270,465	$ 270,465
		$ 236,631	**$ 516,606**	$ 279,975
rary Collections				
10	Augmentation to Library Book and Materials Budget	$ 1,490,000	$ 1,542,000	$ 52,000
11	Position Upgrade	$ 120,111	$ 123,753	$ 3,642
12	Book Processing Supply Budget Enhancement	$ 41,520	$ 41,520	$ -
13	Archival Shelving at the Main Library	$ 13,000	$ 13,000	$ -
14	Update authority records in bibliograhic database	$ 11,000	$ 11,000	$ -
		$ 1,675,631	**$ 1,731,273**	$ 55,642
set Management				
15	Completion of the First Floor Post Occupancy Evaluation (POE) Project at the Main	$ 362,459	$ 362,459	$ -
16	Restoration of Historic Infrastructure at branch Libraries	$ 125,000	$ 125,000	$ -
17	Installation of a Variable Frequency Drive for the Air Conditioning Chiller at the Main	$ 85,000	$ 85,000	$ -
18	Installation of a turning vanes in fan room one at the Main	$ 70,000	$ 70,000	$ -
19	Replace the partition between Latino/Hispanic Rooms A & B at the Main	$ 41,000	$ 41,000	$ -
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21	LCD light conversion at the Main	$ 40,000	$ 40,000	$ -
22	Branch Library Irrigation System Repair	$ 20,000	$ 20,000	$ -
		$ 783,459	**$ 783,459**	$ -
lic Safety and Security				
23	Continue Enhancement of the Fulton Street Landscaping at the Main	$ 50,000	$ 50,000	$ -
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		$ 145,000	**$ 183,376**	$ 38,376
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36	ILS Maintenance & Services	$ 11,363	$ 11,363	$ -
37	Increase in A/V Presentation and Media Production Systems Maintenance & Supplies	$ 8,500	$ 8,500	$ -
		$ 889,739	**$ 878,834**	$ (10,905)
eral Services				
38	Correcting the Library's department-wide training budget	$ 55,000	$ 55,000	$ -
39	Truing-up the Library's department-wide premium pay and temporary salary budgets	$ 50,000	$ 50,000	$ -
40	Increase in hours for a 1404 Clerk Typist in Human Resources	$ 30,799	$ 32,554	$ 1,755
41	Property Tax Monies	$ 4,000	$ 4,000	$ -
		$ 139,799	$ 141,554	$ 1,755
ch Library Improvement Program				
42	Transfer to Branch Library Improvement Program	**$ 4,000,000**	$ 4,000,000	$ -
	TOTAL	$ 7,870,259	$ 8,235,102	$ 364,843

Recommended Final
FY 2007 - 2008
Budget Change Proposals

PUBLIC SERVICES AND OUTREACH:

1.	**Public Information Officer/At the Library newsletter editor**	**$68,922**

The Public Information Officer will be responsible for marketing and outreach in the neighborhoods to make citizens better aware of the full range of services offered by the Library. In addition, this position will oversee the citywide publication *At the Library,* and support marketing and outreach for citywide programs. *At the Library* was formerly managed by Friends of the Library staff. The newsletter is the library's primary vehicle of communication with its patrons and supporters and serves an important function in conveying news about library programs and services, including the status of BLIP renovations.

2.	**Staffing for Adult Outreach Program**	**$72,323**

One new adult services Librarian I position to coordinate adult public programs for the branches and Main. This adult services librarian would support the library's priority to coordinate department wide outreach programs and to promote library services to target communities. In addition to these duties, the position would be responsible for coordinating the library's successful *One City One Book* and *On the Same Page* community reading programs.

3.	**Support Services for the Youth Guidance Center's Library**	**$42,474**

One part-time Library Assistant to support the existing Librarian at the Youth Guidance Center's new Library. The Library Assistant would provide basic clerical, processing and shelving functions which would free the Librarian to do professional level work with the youth and to oversee the volunteers. This proposal also includes funds for two new computers and a printer, which will be used by the new employee, the volunteers and the youth utilizing the Library.

4.	**Support for the *Successful Teens* Program**	**$23,000**

Support for the *Successful Teens* Program includes monies for the SAT preparation program; the City's Reproduction Services to mass produce approved booklists, guides and other support print items for teens; and the purchase of laptops for the Teen Services Librarians because they work in more than one location and will not have a permanent desk/work space. Laptops will aid them in their work as they can carry them from site to site as well as on class visits.

5.	**Library Statistics Enhancement and Standardization Software**	**$9,075**

In order to enhance and standardize statistics the Library would purchase an annual subscription to a software program called *Counting Opinions LibSat* which standardizes customer satisfaction surveys and measures satisfaction, quality, usage, etc. for each branch library and the Main. This software would enable the Library to benchmark both within the system each year and with other comparable systems and would quantify Library performance.

6.	**Graphic Artist Position Upgrade**	**$19,374**

One of the Library's Graphic Artist positions currently has lead worker designation and provides design direction for the department and supervises the work of the reproduction staff, as well as managing all external communications with City Reproduction, AAA Banner & Flag and other city or external vendors. All incoming work is evaluated by the lead Graphic Artist and the workload shared with and distributed between the 1.5 FTE graphics staff. This upgrade is to reconcile the current responsibilities of the position to the job description.

7.	**Continuation of the *Every Child Ready to Read* Caregiver Workshops**	**$6,000**

Funds were provided for workshops for parents and caregivers during the first year of the program. As the public and other agencies have become aware of the early literacy program and the Library is becoming more active in and responsive to our community, it is important that the Library continue to provide the training resources that parents and care providers are coming to expect. This budget request supports a significant department goal and priority for early literacy.

8. Restoration of the Children and Youth Services' Materials Budget **$5,000**

The Children and Youth Services' materials budget was reduced in the FY 2006-2007 budget. These funds are used to purchase materials and supplies for all of the children and youth services librarians throughout the system. As a result of the reduction, the division was unable to purchase craft and other program supplies as needed and has therefore impacted public programs provided for children and teens.

9. Expansion of Extended Branch Hours **$270,465**

Funds for extended branch hours were placed on reserve in the Library's fiscal year 2006-07 budget through the Board of Supervisors review process. The fiscal year 2007-08 budget proposal includes funds that would enable the Library to open additional branches over and above the fiscal year 2006-07 allotment. Implementation of the extended hours will be phased in based on need and branches impacted by closures because of the Branch Library Improvement Program. These monies will offset the increase in personnel costs as well as overhead costs such as increased utility and maintenance costs.

LIBRARY COLLECTIONS:

10. Increase to the Library Books and Materials Budget **$1,542,000**

The books and materials collection is an essential and core service of the San Francisco Public Library. The emphasis on books and materials is reinforced by the intent of the Library Preservation Fund, as well as a significant strategic priority for the Library. Enhancements include additional funding for opening day collections, new and renewed electronic databases, computer and travel books and international languages. The adjustment to the book budget will also offset inflationary effects.

11. Staff Support for Technical Services Division **$123,753**

Increases in the Library's book and materials' budget necessitate an increase in staffing to manage and process the ordering and receipt of materials in a timely and efficient manner. The Technical Services division is requesting one full-time Library Assistant to unpack and receive materials and one full-time Library Technical Assistant II to manage all the orders for non-print materials and electronic periodicals, as well as assist in the ordering of additional materials as a result of the book budget augmentation.

12. Book Processing Supply Budget Enhancement **$41,520**

In order to accommodate the $1,490,000 increase in the Library's Book and Materials Budget, Technical Services is requesting an increase in its processing supplies budget. Additional supplies will be needed to process the books and non-print materials and include items such as barcode labels, plastic jacket protectors, spine labels, theft detectors, media cases and other related supplies.

13. Archival Shelving at the Main Library **$13,000**

The Main Library is requesting funds to purchase archival shelving to properly store collections in acid-free cartons of SF History and Gay & Lesbian archives. This proposal will allow the finishing up of the shelving in the former Print Shop where the Gay & Lesbian archives are being moved in FY 06-07 and expand our capacity to accommodate the Coroner's and Medical Examiners' archives that were acquired in FY 06-07.

14. Update Authority Records in bibliographic database **$11,000**

Additional funds are required to update the names and subject headings in the Library's online catalog to conform to the Library of Congress standards. The last time a comprehensive update was done to the database was in 2003.

ASSET MANAGEMENT:

15. Completion of the First Floor Post Occupancy Evaluation (POE) Project at the Main **$362,459**

This request appropriates the interest from the accumulated POE monies and other non-Library Preservation Fund monies to finish the entire first floor POE project, including the contingency fund as well as permitting the Library to renovate the third floor restrooms to match the first floor renovations.

16. **Restoration of Historic Infrastructure at Branch Libraries** **$125,000**

The Library will begin targeting historic preservation infrastructure at branch libraries. This initial year, the Operations and Maintenance Division is requesting funds to renovate and restore the entry stairs and front wall at the Chinatown Branch and to perform brick and terra cotta repairs at the Presidio Branch Library.

17. **Installation of a Variable Frequency Drive for the Air Conditioning Chiller at the Main** **$85,000**

Installation of a variable frequency drive (VFD) on the Air Conditioning Chiller at the Main Library will permit Operations and Maintenance to better monitor and control the chiller motor and ensure that it runs as efficiently as possible, with the least strain on the motor. This will result in lower energy use, longer life for the motor, and enhanced reliability.

18. **Installation of a turning vanes in fan room one at the Main** **$70,000**

A deficiency in the original design and construction of fan room two causes excess air turbulence, resulting in higher energy costs and more wear and tear on the motor as they work to overcome the restriction. The installation of turning vanes will direct the air smoothly upwards towards the ceiling ducts, increasing efficiency, allowing the two 150 HP motors to run at slower speeds, and ensuring that the fan room can deliver adequate cooling air on hot days. By reducing fan speed, the turning vanes will increase motor life and reliability, and decrease energy consumption, resulting in maintenance and energy savings.

19. **Replace the partition between Latino/Hispanic Rooms A& B at the Main** **$41,000**

The Operations and Maintenance Division is requesting monies to replace the existing partitions between Latino/Hispanic Rooms A & B because the partitions are breaking and replacement parts are no longer available. The sound seals at the bottom of the doors are failing. These doors are also difficult and less safe to operate compared to newer designs.

20. **Interior Painting at the Main** **$40,000**

This proposal will increase the Library's Work Order with the Department of Public Works to provide painters at the Main Library to repaint various floors of the Main Library on a regular and rotating basis. Dedicated, full-time staffing is needed in order to achieve repainting of floors in a timely fashion.

21. **LCD Light Conversion at the Main** **$40,000**

The Operations and Maintenance Division is requesting funds to replace existing light bulbs with the new LED light bulbs which have a lifespan of approximately ten years. The project will require each fixture to be converted; this is a one time installation cost. Once the fixtures are converted, future maintenance will consist of simply changing the bulb once every ten years. The standard bulbs typically require replacement within a year. The replacement is both complicated and dangerous for the Library staff. Many of these fixtures need to be accessed from special scaffolding suspended from the roof, in spaces as high as six stories.

22. **Branch Library Irrigation System Repair** **$20,000**

Maintenance of branch irrigation systems has been deferred for years, which in turn has made it difficult to maintain landscaping in good condition. This proposal would create a work order with the Recreation and Park Department to restore systems that are broken and to maintain the new systems installed at the Branch Library Improvement Program (BLIP) project sites in excellent working order. There will be savings realized in landscape plantings that will not die and need replacement, and the appearance of the branch landscaping will be improved.

PUBLIC SAFETY AND SECURITY:

23. **Continued Enhancement of the Fulton Street Landscaping at the Main** **$50,000**

The recent enhancement project of the Main Library's Fulton Street Lawn has addressed longstanding maintenance and repair issues of landscaping drainage. This proposal will complete the enhancement project and thereby reduce maintenance costs in the long-run for the Library.

24. Branch Library Paging System	**$46,000**

The Branch budget request includes funds for the installation of a paging system at the Sunset Branch Library. Branch paging systems are key piece of technical infrastructure that supports basic public safety and service. The system is used to make important safety announcements to patron during open hours and is used to notify patrons when the building is preparing for closure so they are prepared to check-out materials, complete work on computers, make arrangements for transportation home, etc.

25. Main Library Elevator Lighting Upgrade & Floor Repair	**$30,000**

This proposal includes funds to improve the elevator lighting in the Main Library's elevators and repair the flooring in Staff elevator five. The current design of the ceiling panels makes it very difficult for staff to clean the translucent panels, or to remove them to change light bulbs. All of the elevators would receive new lighting and ceilings, resulting in a more pleasant environment for public and staff and make cleaning the ceilings and replacing light bulbs more efficient and less dangerous. Staff elevator five will also have its floor replaced. The current flooring is breaking up and being kept serviceable only through unsightly patching.

26. Enhance Homeless Outreach Team Work Order with Department of Public Health	**$50,000**

In FY 06-07 the Library successfully launched a collaboration with the Department of Public Health (DPH) and the Homeless Outreach Team (HOT) to access additional resource support with expertise in social work and mental health services to assist Library staff and patrons. This proposal requests funds to enhance the existing services of HOT outreach workers at the Main Library, develop other relationships with DPH staff especially Behavioral Health, and explore expanding training for Main Library staff.

27. Security Staffing Realignment	**$7,376**

The Operations Division is proposing to adjust its security staffing configuration based on recommendations from the interim Lieutenant from the San Francisco Police Department. This realignment will create two lead Institutional Police Officer positions through the substitution of two vacant security positions. This staffing enhancement will provide an optimal security staffing structure, increased schedule flexibility and will improve public safety.

TECHNOLOGY INFRASTRUCTURE:

28. PC and Laptop Refreshment	**$225,000**

The Information Technology Division is requesting monies to replace 220 public desktops and 13 laptops for mobile workstations for staff. Cost of ownership has increased in recent months due to the higher number of service calls related to the public desktop models. The Library's three-year Computer Refreshment Program is implemented in stages so as to spread the costs over several fiscal years. The new desktops will provide better performance and user experience for the public. It will help to reduce the cost of IT support since the new desktops will be under the manufacturer warranty and reduces the internal IT cost of servicing the desktops.

29. Upgrade to Wide Area Network (WAN)	**$193,900**

This proposal would upgrade branch library Wide Area Network (WAN) links to 11 locations: Main Library, Mission Branch, Chinatown Branch, Sunset Branch, Excelsior Branch, Glen Park Branch, Ocean View Branch, West Portal Branch, Marina Branch, Noe Valley Branch, and Mission Bay Branch. With increasing Internet bandwidth demand from patrons accessing online video content, online databases, library catalog and Millennium system, and other bandwidth-intensive Internet applications, the Library needs to upgrade the connectivity to the branches. The new infrastructure will provide upgrade flexibility and an entry into higher bandwidth demand in the future.

30. Millennium Server Upgrade	**$125,062**

The Information Technology Division's budget proposal included a request to upgrade the Millennium server. The current Millennium ILS Server was purchased in 2003 when the Library converted from the Data Research Associates ILS to the present Innovative Interfaces Millennium system; it will be five years old in February 2008. The server is at the end of its 5-year lifecycle. A new server is required to meet growing usage and processing demands of our library applications software and databases. The San Francisco Public Library is essentially a 24x7 operation with web-based services supplementing traditional library services.

31. **Main Library Telephone Upgrade** **$97,000**

The Main Library's voice system is outdated and no longer supported. A continuation of the upgrade path for the Main Library's telephone system that would be in synch with the branch EPN system is being proposed. The new system will be IP-ready for possible future migration to Voice-Over IP and all telephone units and circuit packs would be replaced. Analog lines such as for fax and TTY will remain.

32. **Continuation of Self-Check Equipment Purchases** **$89,132**

This proposal includes a request to purchase four self-check units for three branch libraries that will not be receiving such units through the BLIP. Those libraries include: Ocean View, which will receive two self-check units, Mission and Chinatown branch libraries.

33. **Replacement of Digital Microfilm Scanner** **$56,728**

The Library's current microform equipment is six years old and the models were discontinued three years ago. The manufacturer is obligated to supply parts and maintenance for three more years. This request is to start to replace the equipment with new generation of equipment. The replacement plan would be four in FY 07-08 and four in FY 08-09.

34. **Upgrade of the Main Library Telecom Closets** **$40,000**

In FY 06-07 the Information Technology Division requested funds to replace the non-standard data jacks in all Main Library telecomm closets with standard data jacks approved and serviceable by the Department of Telecommunication and Information Services. The request was partially funded and we will be able to complete approximately 12 to 13 of 19 closets during this fiscal year. This proposal requests funds to complete the project in FY 07-08.

35. **Information Technology Position Upgrade** **$32,149**

The Information Technology Division has two 0.5 FTE 1022 vacancies which were designated for reclassification to a full time 1042 in FY 06-07. The reclassification was approved by the City's Department of Human Resources but was held back by the Budget Analyst in anticipation of a City-wide review of IT positions. That review did not materialize and with increasing need and urgency the request is renewed for fiscal year 07-08. With the proliferation of the Internet, mobile computing and advanced telecommunication services, servers and network infrastructure are critical components of the Library's IT operation. These systems require advanced knowledge of networking, network security, wireless, and server operation. The Library's IS Administrator 1022 positions primarily serve as desktop support technicians, providing support for PCs, printers, desktop peripherals and desktop software.

36. **ILS Maintenance and Services** **$11,363**

The Information Technology Division is requesting $11,363 of additional funds for maintenance and support of its ILS, Innovative Interfaces Inc. Millennium; Link+ program and maintenance and support of the Library's blind and print disabled system, Keystone Automated Library System.

37. **Increase in A/V Presentation and Media Production Systems Maintenance and Supplies** **$8,500**

While the Library has increased the number of installed A/V systems in the branches the funding for Media Services maintenance and supply activities has remained level for the last five fiscal years. The A/V systems require replacement lamp purchases and periodic accessories upgrades and replacements, such as microphones, cables and other minor components. The current funding level is insufficient for existing systems and in light of branch library reopening in the upcoming fiscal year, the Communications, Collections and Adult Services is requesting an increase in its A/V maintenance and supplies budget.

GENERAL SERVICES:

38. **Correcting the Library's department-wide training budget** **$55,000**

The Human Resources Division is requesting an increase in its training Work Order budget to match its actual needs. New mandates at the City/County level as well as at the State level are requiring additional trainings that must be conducted by or through the City's Department of Human Resources or the General Services Administration's Central Shops Division. These Work Orders would use City/County staff to provide the required training.

39. Adjustment to Library's department-wide premium pay and temporary salary budgets **$50,000**

Prior increases in both temporary salaries and premium pay have been nominal and have not kept pace with actual usage or salary increases. This modest increase is based on a usage analysis over the past four fiscal years, excluding 06-07 figures to date, and takes into account the implementation of a more streamlined hiring process for hiring permanent positions which could impact the need for temporary positions.

40. Increase in hours for a 1404 Clerk Typist in Human Resources **$32,554**

The Human Resources Division is requesting to make its 1404 Clerk position full-time to meet the increasing needs of Human Resources and its Training Program due in large part to additional training mandates are both the local and state levels.

41. Property Tax Monies **$4,000**

Currently there is no budget for property taxes even though the Library has paid them in the past. This proposal would add monies based on prior year expenditures to properly budget for these expenditures.

BRANCH LIBRARY IMPROVEMENT PROGRAM:

42. Transfer to Branch Library Improvement Program **$4,000,000**

This BCP calls for appropriating $4,000,000 from the Library's General Fund allocation to augment the BLIP reserve to support renovation costs for the Branch Library Improvement Program (BLIP).

Grand Total: **$8,235,102**

San Francisco Public Library

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SAN FRANCISCO
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

(as amended and approved at the regular meeting of March 15, 2007)

The San Francisco Public Library Commission held a regular meeting on Thursday, February 15, 2007, in the Koret Auditorium, Main Library.

The meeting was called to order at 4:39 PM with Commissioners Bautista, Chin, Coulter, Higueras, Kane, and Munson present. Commissioner Gomez arrived at 4:52 PM.

AGENDA ITEM #1: PUBLIC COMMENT

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approved

Sue Cauthen, member of the Library Citizens Advisor Committee (LCAC), announced that the Board of Supervisors unanimously passed legislation extending the committee for another two years, and she expressed pleasure at working to ensure that San Francisco Public Library excels.

The anonymous citizen commented on recent articles, letters, and an editorial that appeared in the San Francisco Examiner regarding San Francisco Public Library and the bond program.

Peter Warfield, LCAC member, showed members of the commission a copy of the Examiner and described articles and letters that dealt with the library's bond program and Sunday open hours. He stated that the newspaper's interest reflected the public's support of library services in general, despite criticism of the library's financial management.

AGENDA ITEM #2: APPROVAL OF THE MINUTES

The anonymous citizen expressed dissatisfaction with the minutes of the meeting of January 18, 2007, and he announced that the Board of Supervisors recently honored former Library Commissioner Rae Richardson.

Commissioner Gomez arrived at 4:52 PM.

Peter Warfield expressed dissatisfaction with the minutes and offered examples where he felt that his statements were misrepresented.

MOTION: by Commissioner Chin, seconded by Commissioner Bautista, to approve the minutes of the regular meeting of Thursday, January 18, 2007, as circulated. Approved by the following vote: 7 – 0; Aye: Bautista, Chin, Coulter, Gomez, Higueras, Kane, and Munson.

AGENDA ITEM #3: RICHMOND/SENATOR MILTON MARKS BRANCH LIBRARY

President Higueras explained that he had hoped the commission would be able to take action on the renovation of Richmond Branch at this evening's meeting, but that negotiations were not yet complete and the item would have to be postponed to a future meeting. He reiterated the Library Commission's intention to realize the Richmond renovation project as originally designed, and he welcomed public comment on the issue.

The anonymous citizen criticized the commission for placing Richmond Branch renovation on the past three agendas and not taking action, and President Higueras reiterated for him the cause of the delay and expressed the commission's sense of urgency related to the Richmond project. The anonymous citizen addressed the importance of public comment.

Tim Hines, co-chair of the Richmond District Library Campaign, introduced his son and urged the Library Commission to move forward with the Richmond Library renovation as originally designed.

Peter Warfield, President, Library Users Association, suggested that action items not be added to agendas unless the commission is certain that it will be able to take action, and he characterized the agenda's wording of the Richmond Branch item as ambiguous.

Ron Miguel, president of the Planning Association for the Richmond, expressed gratitude to the Library Commission for repeatedly calendaring this item so that it would be in a position to take action as soon as possible. Mr. Miguel emphasized that if the renovation project had not appeared on the agenda and the negotiations had been completed as hoped, action would have been delayed because the commission cannot consider items that do not appear on the agenda.

Sherrie Rosenberg, a member of the Richmond District Library Campaign, thanked the commission and voiced agreement with Mr. Miguel's statements in favor of keeping Richmond Branch on each agenda until the library is in a position to take action. She articulated the community's support for the project as originally designed, and invited commissioners to participate in the upcoming Richmond District History Day.

A Richmond parent of five children commented on the condition of the branch, the need for seismic upgrade, and neighborhood support for the renovation.

Adam Berger, a Richmond neighbor and member of the Richmond District Library Campaign, spoke in support of moving forward with the original design.

David Hooper, an Excelsior District neighbor, recalled the recent success of the West Portal Branch renovation and urged the commission to provide an equally successful project for the Excelsior. He praised the library's community-planning process for branch renovations and the fundraising by Friends which he stated increased people's involvement in their communities.

Donna Bero, executive director of Friends of the Library, expressed appreciation to the members of the community for whom the library is so important and to the commission for its commitment to Richmond Branch.

Marian Chatfield-Taylor, Friends of the Library, read aloud statements submitted by Carolene Marks and Elaine Conn in support of Richmond Branch renovation as originally designed.

President Higueras thanked members of the public who appeared at the meeting. The chair affirmed that the Library Commission remains committed to renovating Richmond Branch, and that the matter will remain an action item on future agendas until it can be approved.

AGENDA ITEM #4: BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) REPORT

-

City Librarian Luis Herrera introduced the BLIP report, and he and BLIP Manager Marilyn Thompson narrated a PowerPoint presentation. Mr. Herrera recommended schedule and budget changes for five BLIP projects—Bayview, Golden Gate Valley, Merced, North Beach, and Ortega—and proposed a series of funding options and future actions.

Commissioner Chin departed the meeting at 6:14 PM

The anonymous citizen expressed dissatisfaction with the financial management of the Branch Library Improvement Program and transfers from library operating funds into branch renovations.

Fran Martin, chair of the Visitacion Valley Planning Alliance, urged that the commission provide a new branch for the neighborhood and emphasized the need for enhanced services for Visitacion Valley's diverse community.

Camilla Smith inquired about the schedule for approving the renovation of Richmond Branch.

Anne Seeman spoke in agreement with Fran Martin's statements and urged the Public Library to provide a new branch facility for Visitacion Valley.

Celeste Jimenez, a Visitacion Valley resident, urged the commission to construct a new branch for the neighborhood.

Mauricio Vela, Save the Bernal Preschool, recommended that the library expand Bernal Heights Branch.

Betty Parshall, a Visitacion Valley neighbor, requested a timeline for that branch's construction.

Edie Epps, a Visitacion Valley resident, described inadequacies of their current branch and requested that the commission provide a new facility as soon as possible.

Crezia Tano, Visitacion Valley Business Opportunities and Outreach to Merchants, addressed the importance of a new branch library for both the business community and residents of Visitacion Valley.

Donna Bero, Friends of the Library, expressed appreciation for the detailed presentation and for the plan that was being presented to equitably address the library needs of San Francisco's neighborhoods. She promised Friends' participation in the ongoing public/private partnership to advance the Branch Library Improvement Program.

A resident of Visitacion Valley and member of the Planning Alliance requested that the project for that branch begin during the current year.

Peter Warfield expressed alarm regarding increased project costs and opposed the transfer of money from the library operating budget to the bond program.

Christine Leishman, Friends of the Library, expressed gratitude to Marilyn Thompson for her clear analysis of the bond program, and to the city librarian for coming forward with a plan that is responsive to the needs of the city and its residents.

Commissioner Kane expressed concern regarding delay in renovation of Bayview Branch, and he counseled the library to obtain an independent financial review of the entire bond program. The commissioner noted that independent review would be useful in responding to critics, as well as ensuring that the library's management of the program reflects best practices. He questioned the purpose of the $4-million transfer to the bond program.

Commissioner Munson voiced support for Commissioner Kane's suggestion that the library obtain an independent review of the bond program. He added that contracting requirements imposed by the city also raise the costs of projects.

President Higueras and Mr. Herrera expressed apprehension that any process that delays renovations will subject the library to escalated construction costs. The city librarian agreed to research various options to address the concerns which Commissioners Kane and Munson had raised.

The commission president questioned whether some communities might prefer immediate remodeling instead of delayed construction of a new branch. In response to questions from commissioners, the city librarian agreed to continue to seek community engagement, and he restated the Public Library's commitment to fulfilling all 26 branch library projects.

Commissioner Bautista pointed out that several of the branch projects have expanded in scope due to evolving community needs, and that a portion of the budget shortfall can be attributed to that.

President Higueras declared a recess at 7:04 PM, and reconvened the meeting at 7:19 PM.

AGENDA ITEM #5: BOND PROGRAM MANAGER'S REPORT

The commission president postponed this item to a future meeting.

AGENDA ITEM #6: LIBRARY FY 2007-2008 BUDGET

City Librarian Herrera welcomed Library Finance Director Jay Manglicmot who provided a PowerPoint presentation on the proposed FY 2007-08 budget. Mr. Herrera and Deputy City Librarian Jill Bourne explained specific differences in the budget change proposals (BCPs) from those presented at the February 1st meeting, including plans the library is developing to provide additional open hours on weekends.

The anonymous citizen expressed concern regarding the projected cost of adding Sunday hours, sought reassurance regarding Fuhrman fund expenditures, and questioned whether the library's proposed budget reserve is sufficient.

Peter Warfield expressed dissatisfaction with the budget proposal, with delays in planning and implementing Sunday open hours, with the addition of unevaluated programs, with the transfer of $4-million from the library's budget to the BLIP, and with the book budget.

In response to questions from Commissioner Bautista, the city librarian affirmed that the library spends Fuhrman funds for the purpose for which they were intended.

Commissioner Kane spoke in favor of additional weekend open hours and reiterated his concern regarding the $4-million transfer. Mr. Herrera indicated that library staff would return to the commission at its next meeting with a proposal for earmarking the transferred funds for specific projects, and that a plan would be presented to the commission in March to increase open hours.

In response to questions from Commissioner Munson, Mr. Herrera explained that staff members from branches that are closed for renovation are redeployed throughout the library system and to neighboring branches to provide additional coverage and open hours.

In response to Commissioner Kane, Mr. Manglicmot stated that the mayor's office is requiring the library to delineate specific purposes for the budget transfer. The commissioner suggested amending the motion to approve the budget to earmark the entire $4-million for a single project or for open hours, and the commission president countered that the transfer be used to initiate planning and design for one or more of. the five deferred projects. Vice President Coulter theorized that a political process is unfolding that may resolve the issue of the deferred renovation projects, and Commissioner Kane withdrew his proposal to amend the motion to approve the budget.

Mr. Manglicmot reckoned that additional money from property tax would most likely become available during the next fiscal year, which the Library Commission could expend through a supplemental budget request. Commissioner Bautista expressed caution regarding earmarking funds, and the city librarian responded that the mayor's budget for the library would include earmarks based on already-approved construction schedules.

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter, to approve the library's proposed budget for fiscal year 2007-2008. Approved by the following vote: 6 – 0; Aye: Bautista, Coulter, Gomez, Higueras, Kane, and Munson.

AGENDA ITEM #7: ADJOURNMENT

President Higueras invited a motion to adjourn this evening's meeting in memory of former Library Commissioner Dorothy Casper. Mrs. Casper was appointed by Mayor Joseph Alioto, was the wife of former Fire Chief Andrew Casper and served for two years on the Commission.

The anonymous citizen recalled Dorothy Casper and that she was on the Commission in 1975 and 1976. He said that because she was the wife of the Fire Chief that brought a little bit of glamour to the Library Commission. She was a strong advocate of openness at the Commission meetings and was 82 years old when she died.

MOTION: by Commissioner Munson, seconded by Commissioner Kane, that the regular meeting of Thursday, February 15, 2007, of the San Francisco Public Library Commission be adjourned in memory of former Library Commissioner Dorothy Casper. Approved by the following vote: 6 – 0; Aye: Bautista, Coulter, Gomez, Higueras, Kane, and Munson.

The meeting adjourned at 8:04 PM in memory of former Library Commissioner Dorothy Casper.

Richard Walsh

Acting Secretary, Library Commission

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1 5, 2007
Item I:
Public Comment
"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.
This past week included one of those incidents which has emblematic power far beyond its immediate effects. The SF Examiner published articles on the Bond Program and Sunday hours and four letters by myself, Ms. Egbert, Mr. Higueras and Mr. Warfield. A very clever satirist could have written the letters as they were so representative of the nature of the positions.
Despite Ms. Egbert's opinion that as slaves we should be grateful and Mr. Higueras' opinion that we should believe it one more time, the editorial board wasn't buying it. What is at stake is the basic nature of our society and democracy. We are not going to trade that for shiny light fixtures.
They completely endorse my position as the "unknown autodidact" who will always prevail because there are so many of us."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 15, 2007
Item 2:
Approval of the Minutes: January 18. 2007
"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.
The Supervisors honored former Library Commissioner Dr. Raye Richardson and she said that if you are going to go to the meeting, get yourself in the minutes.
These summaries continue your practice of increasing the typeface and the margins to conceal the extreme abbreviation of these minutes. You have ceased to differentiate with a heading between public comment and the commissioner's discussion. Your discussion has been equally abbreviated, but the idea is to achieve equality by treating the public better not degrading yourselves.
Citizen summaries are attached in some form. New secretary Karl Rove will be livid at being so undermined.
Under public comment I attempted to make a point about corporate exploitation.
Under performance measures there is no mention of the discussion of efficiency and benchmarks and Mr. Herrara's promise to revisit the issue."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1 5, 2007
Item 3:

Richmond/Senator Milton Marks Branch Library
"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.
Here's the yo-yo again. Come. Don't come. Coming out three times to be there when the decision is made is a sort of abuse.
jInterrupted by chair.]
I would expect you to wait until the end of my comments. You don't respond to my questions.
[Interrupted by chair again.]
I understand many things. One of the most important things I understand is that when you show respect for public comment, that means allowing people to say what they want to say without characterizing it as positive, negative or demonstrating what you think they are supposed to understand, what gaps they have in their understanding or in some way try to ridicule or diminish what people believe and want to say.
I thought you had reached the point of respect for public comment enough to let people speak without interruption."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February *15,* 2007
Item 4:
Branch Library Improvement Program (BLIP) Report
"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.
Wouldn't it be nice if the citizens could also present slides?
The staff slides were not available at the start of the meeting. As Mr. Iligueras says. Ironies within ironies.
What if any of this were true? Who would believe it?
Mr. Herrera states that he learned a lot. Ms. Thompson said, we always knew this from the beginning.
Ms. Thompson is closer to the truth.
The expenditure $9 million on the Support Center was your decision. The expenditure on Mission Bay was the occasion of the 5% reduction out of each budget.
Mr. Herrera has already explained to the Capital Planning Committee that the program will simply be extended until 2017. Four million out of every budget for the next ten years and the problem is solved."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 15, 2007
Item 6:
Library FY 2007-2008 Budget
"Stop the Hate! Stop the ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.
I miss the Bond Manager's Report.

We are told that three-quarters of a Million dollars will give us six branch days on Sunday. I am incredulous.
The missing factor is the branches closed for renovation. A recent hand count found that there will be fourteen branches closed. Are there staff savings when branches are closed? Are those people working for the contractors? There should be savings that can be used for Sunday hours.
I can`t let another budget cycle go by without mentioning the Fuhrman Fund. You are the trustees of Fuhrman Fund and are supposed to be monitoring it.
1 am generally in favor of using the money rather than a large reserve. I am wondering why you as advocates of a large reserve consider this reserve sufficient."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 15, 2007
Item 7:
Adjournment
"I am disappointed that I was not able to remind you of the passing of Mrs. Dorothy Casper.
She was on the Library Commission when I first started coming. I knew her in 1975 and 1976 and I though she had been on the commission for some time before that.
She was the wife of the Fire Chief back in the days when that was a prestigious position to have. The Fire Department has always occupied a special place in San Francisco and Andrew Casper was one of the last of the charismatic Fire Chiefs.
To have the wife of the Fire Chief brought a little glamour to the proceedings.
In the context of those days, advocacy of democracy meant supporting the participation of rank and file librarians and Dorothy Casper was very much a champion of the rank and file librarians.
I urge you to adjourn in her honor."

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE:	**Thursday, March 1, 2007**
TIME:	**4:30 PM**
PLACE:	**Koret Auditorium, Main Library, lower level**

The meeting will be called to order.

1. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES ACTION

Presentation, discussion and possible action to approve the minutes of the regular meeting of February 1, 2007.
Explanatory document: draft minutes

3. BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) REPORT ACTION

Review, discussion, and possible action to approve Library recommendations for the budget and schedule of the Branch Library Improvement Program (BLIP) which includes the possible rescheduling of up to five projects.
Explanatory documents: BLIP Report handout from the February 15, 2007 Library Commission meeting; Presentation handout from the February 22, 2007 Capital Planning Committee meeting.

4. RICHMOND/SENATOR MILTON MARKS BRANCH LIBRARY ACTION

Presentation and discussion of the renovation of the Richmond/Senator Milton Marks Branch Library, and possible action to redesign or increase the project budget.

5. FRIENDS OF THE LIBRARY REPORT DISCUSSION

(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

6. CITY LIBRARIAN'S REPORT by Luis Herrera **DISCUSSION**

(This item is to allow the City Librarian to report on recent Library activities and make announcements)

The City Librarian will report on the following topics: the re-opening of West Portal Branch Library; information regarding Marjorie G. Stern's bequest to the Library; highlights from Access Services; update on the launch of Link Plus service ; and highlights on exhibitions and programs.

7. EXTENDED LIBRARY SERVICE HOURS **DISCUSSION**

Presentation of proposed plan to extend library public service hours.

Explanatory document: Expanded Operating Hours Plan Outline with attachments

8. LABOR UNION REPORT **DISCUSSION**

(This item is to allow representatives of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. NEW BUSINESS **DISCUSSION**

(This item is to allow Commissioners to introduce new agenda items for consideration.)

10. ADJOURNMENT (requires motion and public comment) **ACTION**

R Walsh, Acting Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Adele Destro by mail to Interim Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 12/29/04

DRAFT

San Francisco Public Library Commission
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Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the regular meeting of Thursday, March 1, 2007

The San Francisco Public Library Commission held a regular meeting on Thursday, March 1, 2007, in the Koret Auditorium, Main Library.

The meeting was called to order at 4:34 PM with Commissioners Chin, Coulter, Higueras, Kane, and Munson present. Commissioner Gomez arrived at 4:47 and Commissioner Bautista arrived at 5:15.

To accommodate the schedules of commissioners who would be unable to attend the entire meeting, President Higueras changed the order in which items on the agenda would be heard and cautioned that item #7, Extended Library Service Hours, might have to be postponed to a future meeting.

AGENDA ITEM #3: BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) REPORT

City Librarian Luis Herrera and BLIP Manager Marilyn Thompson reviewed for the commission the BLIP report given at its regular meeting of February 15, 2007. Ms. Thompson provided the commission with updated budget recommendations for five branch projects—Anza, Park, Parkside, Presidio, and Visitacion Valley—and schedule and budget changes for another five projects—Bayview, Golden Gate Valley, Merced, North Beach, and Ortega.

Mr. Herrera made these recommendations:

> Transfer $18,037,600 from five remaining project budgets (Bayview, Golden Gate Valley, Merced, North Beach, and Ortega) to 11 active and upcoming projects (Richmond, Portola, Ingleside, Potrero, Eureka Valley, Bernal Heights, Anza, Park, Parkside, Presidio, and Visitacion Valley);
>
> Begin design on three remaining projects (Bayview, North Beach, Ortega);

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PUBLIC LIBRARY

Expedite the 11 active and upcoming projects;

Identify funding options to complete the five remaining projects.

The city librarian pointed out funding options to close the BLIP budget shortfall, and described the recent meeting of the city's Capital Planning Committee. He reported that the committee recommended renewal of the library's charter set-aside funding with an option for revenue bonding authority.

Mr. Herrera welcomed Ben Rosenfield, city administrator's office, who recounted the Capital Planning Committee's action to recommend to the Board of Supervisors and Mayor Newsom that the Library Preservation fund be renewed with the option for revenue bonding. Mr. Rosenfield described advantages for the Public Library of utilizing revenue bonds to complete the BLIP projects instead of alternative forms of funding, such as general obligation bonds. He noted that Recreation & Park Department now uses revenue bonds for the Open Space fund. Mr. Rosenfield characterized revenue bonds as a flexible tool that could be used to complete the branch library renovations without affecting current service levels in the library system.

The city librarian welcomed Edgar Lopez, bureau manager for Project Management at Department of Public Works, who described DPW's analysis of the Branch Library Improvement Program to ensure that adequate resources are being dedicated to complete the program on time and within the revised budget.

Donna Bero, Friends of the Library, announced that the Friends board endorsed the renewal of the Library Preservation fund, including the addition of revenue-bond capacity, and she praised Edgar Lopez's past work on the Conservatory of Flowers. She stated that Friends concurred with the financial projections being presented to the Library Commission, and she expressed satisfaction that various city agencies are examining their practices to increase efficiency and control costs for the library's bond program.

The anonymous citizen thanked President Higueras for having Mr. Rosenfield offer his presentation prior to public comment, and expressed reservations about various BLIP projects and practices.

Ian McLean stated his willingness to accept delay in Ortega Branch's construction if it means that the project will be correctly and adequately accomplished.

Ruth Wallace, co-chair of Portola Library Committee, informed the commission of community support for Portola Branch's new construction and requested that the project be fully funded and kept on schedule.

Kate Gunnell, a Portola neighbor, thanked the commission for its efforts to keep the Portola project moving forward and spoke of community anticipation for the enhanced branch, library materials in a multitude of languages, and increased access to computers.

Marlene Tran, educator and spokeswoman for Visitacion Valley Asian Alliance, thanked President Higueras for his Saturday visit to Visitacion Valley and commented on the need for a new, enhanced branch in that neighborhood.

David Binkowski, Visitacion Valley resident and public high school teacher, spoke in favor of a new, free-standing branch library in that neighborhood. He surmised that the new branch is a matter of social equity, and he applauded the commission for its support of the project.

Anne Seeman, a Visitacion Valley neighbor and advocate, related her optimism for that neighborhood's new branch. She recalled successful efforts by community members and Supervisor Maxwell to assist in obtaining the developers fee ordinance, and she equated the timely construction of an improved branch to social justice.

Betty Parshall, Visitacion Valley History Project, spoke in support of a new branch for that neighborhood, and requested analysis whether it would be more feasible and cost effective to rehabilitate the current site. She emphasized that regardless of which plan was ultimately chosen, she fully supported a new library for Visitacion Valley. Ms. Parshall provided letters from various residents supporting the Visitacion Valley Branch, and she urged that the project be realized as soon as possible.

Linda Brooks-Burton, manager of Bayview Branch Library, read aloud a letter from Supervisor Maxwell in support of a new stand-alone branch library for Visitacion Valley and an enhanced library for Bayview.

Carol High, a 17-year resident of Portola neighborhood, described their branch's location near a freeway on-ramp and voiced support for a larger new branch in a safer location.

Fran Martin, Visitacion Valley Planning Alliance, spoke in favor of a new, stand-alone branch for that neighborhood.

Ron Miguel, president of the Planning Association for the Richmond, read aloud a letter from Supervisor Jake McGoldrick in favor of increasing funding for Richmond Branch and fulfilling the entire branch improvement program. Mr.

Miguel expressed his own support for revenue bond capacity for the Public Library and encouraged the commission to approve the staff recommendation.

Crezia Tano, program manager for Visitacion Valley Business Opportunities and Outreach to Merchants, provided a list of businesses which support a new branch library for that neighborhood.

Peter Warfield, Library Users Association, expressed skepticism regarding the library's financial management and cited instances which he felt supported this view. He cautioned against revenue bonds which in his opinion would divert library operating funds into branch reconstruction.

Ellen Egbert, Bernal Heights neighbor, encouraged commissioners to periodically visit each branch, and she underscored the need for a new facility for Visitacion Valley. Ms. Egbert noted the reduction in the scope of Bernal Branch's renovation due to inflation and cautioned the library about raising communities' expectations beyond what could actually be provided.

Robert Carlson, manager of North Beach Branch Library, offered instances of community support for a new branch for that neighborhood.

Edie Epps, a lifelong resident of Visitacion Valley, stated community support for full funding for a new, stand-alone branch library for that neighborhood.

Sue Cauthen, member of both the Council for Neighborhood Libraries and the Library Citizens Advisory Committee, expressed support for enhanced library service in the southeastern section of the city. She informed the commission that she favors an outside review of the expenditure of bond funds.

Mauricio Vela, Save the Bernal Preschool/Stop the Eviction campaign, thanked City Librarian Herrera for his communication, and he noted that the campaign supports the library. He urged the commission to fund the expansion of Bernal Branch regardless of the ultimate decision on the preschool.

Maggie Siegel, librarian at Ortega Branch, read aloud a letter in support of construction of a new branch facility written by the principal of the neighboring middle school.

In response to a question from President Higueras, Mr. Herrera stated that Supervisor Maxwell favors the expansion plan for Bayview Branch.

Commissioner Kane expressed gratitude to this evening's speakers and to staff who prepared reports.

President Higueras pointed out that Friends provides funding for furniture and fixtures since bond money cannot be used for those purposes.

In response to questions from Commissioner Kane, Mr. Rosenfield provided additional information on the functioning of revenue bonds, and the means and schedule by which the library could issue them against its dedicated revenue stream from the property tax.

Commissioner Kane revisited his recommendation from the previous meeting that the library should obtain an independent financial review of the bond program. He explained that he believed the library would be shown to have acted responsibly in the expenditure of the funds, and that the review would also be useful in building support for the renewal of Proposition E and obtaining authority from the voters to issue revenue bonds to complete the branch renovations.

Commissioner Munson agreed with Commissioner Kane that the Public Library should obtain an independent analysis of the branch program.

Commissioners Chin and Bautista addressed the issue of rising construction costs, and Ms. Thompson reported that the city is studying methods to make the bidding process less cumbersome for contractors in order to increase competition.

Commissioner Kane proposed that the independent audit review the management of the bond program to date, as well as recommending best practices for going forward.

The city librarian agreed with Commissioner Kane on the wisdom of assessing the bond program, and he recommended entering into discussion with the controller and the Department of Public Works to define the best approach and methodology for the review.

Mr. Rosenfield pointed out that the controller is charged under the city charter with auditing city functions, and that at times the controller's office has used outside consultants for that purpose. He concurred with the city librarian's recommendation that the city administrator, DPW, and library staff discuss an independent review with the controller and bring recommendations back to the commission.

Commissioner Coulter thanked Ms. Thompson for her reports and recalled the city's history of not fully funding major library construction projects. He urged that the independent review examine concrete issues such as the city's bid and purchasing procedures, and that the scope of the investigation be defined so that the results would be useful. He sought assurance that no legal difficulties would be encountered in obtaining revenue-bond capacity and the renewal of the Library Preservation fund. The commission vice president emphasized the importance of building political support for the library set-aside proposal as well as the revenue bonds.

Commissioner Coulter inquired as to the status of Bernal Branch, and the city librarian responded that the branch renovation would soon be going to bid, and that the downstairs portion of the branch will be significantly expanded.

Commissioner Coulter cautioned that it appeared the principal argument against revenue bond capacity would be fear that the funding would be a blank check against the department's operating funds. Mr. Herrera answered that the priority for the set-aside would be the operations of the library, and that bonds would not be issued if they would adversely affect the established levels of service. Commissioner Coulter expressed agreement with Commissioner Kane that the funding of the final five projects was totally dependent on the outcome of the renewal of the Library Preservation fund, and that it was important to make that explicit when discussing the issue with the public.

President Higueras questioned the false dichotomy between books, open hours, and branch renovations. He noted that libraries are materials and services provided at real locations in neighborhoods, and that it is appropriate for the locations to receive the regard and support that the bond program is providing for them. He maintained that branches which have been renovated in the Branch Library Improvement Program are not extravagant, but have received the appropriate attention that they require to adequately provide services in the community. The commission president endorsed Commissioner Kane's proposal to obtain third-party review of the branch library program, and expressed the department's ongoing commitment to renovate and adequately maintain library facilities in San Francisco.

Commissioner Chin expressed appreciation for this evening's speakers and encouraged them to seek political support for the library.

Commissioner Munson spoke in favor of improving the city's antiquated bid and purchasing procedures which he pointed out inflate project costs by discouraging contractors and vendors.

President Higueras recounted his recent visit to Visitacion Valley Branch and offered an overview of arguments pro and con for renovating the existing structure or constructing an entirely new building.

Commissioner Bautista pointed out the high expectations people have for public buildings.

Commissioner Kane asked that the library make a commitment to renovate Bayview Branch as soon as possible, and the city librarian agreed to recommend that a portion of the money from the $4-milllion budget transfer be earmarked for Bayview.

Commissioner Gomez emphasized the Library Commission's commitment to the five branches whose renovations are being delayed.

MOTION: by Commissioner Kane, seconded by Commissioner Munson, to approve the budget transfers recommended in the BLIP report that has been presented tonight. Specifically, we are voting on whether to approve transferring a portion of the five remaining project budgets identified on page 16 of the BLIP report to the 11 active and upcoming projects identified on pages 11 and 12 of the report. These transfers will allow us to close the gap between the approved and recommended budgets for the 11 active and upcoming projects. It will also allow us to begin design on three of the remaining projects. In approving this motion, we reiterate that we are committed to completing all of the projects and identifying funding to replenish the budgets for the five remaining projects. The City is currently pursuing a number of promising strategies to augment the bond funding, and we fully anticipate that there will be additional resources that will allow us to complete all five of the remaining projects. Approved by the following vote: 7 – 0; Aye: Bautista, Chin, Coulter, Gomez, Higueras, Kane, and Munson.

Commissioner Kane departed the meeting at 6:23 PM.

AGENDA ITEM #4: RICHMOND/SENATOR MILTON MARKS BRANCH LIBRARY

Ms. Thompson reported that negotiations for the renovation of Richmond Branch are complete, and she proposed a schedule to the commission, noting that the Richmond project budget totaling $13,711,500 was approved in the previous action. The bond-program manager reviewed the plans for Richmond Branch, and Mr. Herrera characterized this item as a formality following the commission's approval of agenda item #3.

The anonymous citizen sought paper copies of the PowerPoint presentation and equated the Richmond Branch renovation to a can of worms.

Ron Miguel praised the speedy schedule being proposed for Richmond Branch renovation. He explained that savings that may be realized from this schedule could be used for other renovation projects, and he agreed with Ms. Thompson regarding the importance of having the construction site enclosed prior to next year's rainy season.

Donna Bero, Friends of the Library, reported that the Richmond and Anza campaign had raised more than one-third of its goal of $1-million, and she spoke in support of the increased project budget for Richmond Branch.

President Higueras expressed appreciation to Marilyn Thompson and Joe Cheung of DPW for successfully negotiating the Richmond project with the contractor.

MOTION: by Commissioner Munson, seconded by Commissioner Chin, to increase the project budget for Richmond Branch renovation to $13,711,500. Approved by the following vote: 6 – 0; Aye: Bautista, Chin, Coulter, Gomez, Higueras, and Munson.

AGENDA ITEM #5: FRIENDS OF THE LIBRARY REPORT

Ms. Bero expressed gratitude to the Library Commission for their actions at this evening's meeting.

The anonymous citizen commented on the role of the Friends of the Library.

AGENDA ITEM #1: PUBLIC COMMENT

The anonymous citizen commented on templates, organizational psychology, and the extension of Friends' fundraising.

Ellen Egbert announced that she is contributing to Bernal Branch through Friends of the Library.

AGENDA ITEM #6: CITY LIBRARIAN'S REPORT

Mr. Herrera and Chief of Branches Brian Bannon recalled the successful reopening of West Portal Branch and estimated that 2,000 individuals attended.

Chief of Main Kathy Lawhun and Book Arts Manager Asa Peavy described the collection of books that the late Marjorie Stern bequeathed to the library. Mr. Peavy displayed for the commission an edition of the Kelmscott Press The Works of Geoffrey Chaucer which was included in the Stern legacy, and he stated that Book Arts received approximately 750 volumes, and that Art & Music and the International Collection shared another 750 volumes through the gift.

Ms. Lawhun and Mr. Herrera welcomed Access Services Manager Marti Goddard who offered a presentation on the programs provided by Deaf Services Center, Library for the Blind & Print Disabled, Friends for Life, Library on Wheels, Project Read, and Learning Differences.

Mr. Herrera gave an overview of Link Plus, a partnership the library has with 47 other library systems to share materials, and summarized upcoming exhibitions and programs.

The anonymous citizen lauded Marjorie Stern's gift to the Public Library, and questioned whether Link Plus differs substantially from interlibrary loan.

Ellen Egbert identified herself as a Project Read volunteer tutor and praised the Library for the Blind program.

Peter Warfield suggested that information regarding Access Services be featured at branches, urged that items from the Stern gift be made available electronically, and expressed dissatisfaction at Link Plus's replacement charge for lost materials and the paucity of online-catalog terminals at the entrance to the main library.

Deborah Doyle spoke in support of the programs offered by Access Services, the commission actions taken at this evening's meeting to enhance branch facilities, and the generous legacy of Marjorie Stern.

Vice President Coulter recalled Marjorie Stern's love of books and the Public Library, and he suggested that at the conclusion of this evening's meeting that the commission adjourn in honor of Marjorie Stern and her family's generous gift. He also expressed admiration for the work of Access Services Manager Goddard and for Project Read.

Commissioner Bautista recalled her recent visit to Library for the Blind and Project Read's graduation services.

In response to a question from President Higueras, the city librarian agreed to report back in 60 days on the library's experience with Link Plus.

AGENDA ITEM #2: APPROVAL OF THE MINUTES

The anonymous citizen questioned the absence of citizen summaries in the draft minutes, addressed libraries' roles in preserving history, and cited an example wherein he felt the minutes did not adequately convey his comment.

Peter Warfield spoke in support of citizen summaries and offered four specific instances where he felt clarifications and improvements could be made in the minutes of February 1, 2007.

Commissioner Munson identified an error in the minutes in which the Branch Library Improvement Program was misidentified as the Bond Library Improvement Program, and he requested correction.

MOTION: by Commissioner Coulter, seconded by Commissioner Munson, to approve the minutes of the regular meeting of February 1, 2007, as corrected. Approved by the following vote: 6 – 0; Aye: Bautista, Chin, Coulter, Gomez, Higueras, and Munson.

AGENDA ITEM #7: EXTENDED LIBRARY SERVICE HOURS

Continued to the March 15th meeting

AGENDA ITEM # 8: LABOR UNION REPORT

None

AGENDA ITEM #9: NEW BUSINESS

None

AGENDA ITEM #10: ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioners Bautista and Munson, to adjourn the regular meeting of Thursday, March 1, 2007, in appreciation of Marjorie Stern and her family for the generous gift of books she loved. Approved by the following vote: 6 – 0; Aye: Bautista, Chin, Coulter, Gomez, Higueras, and Munson.

The regular meeting of Thursday, March 1, 2007, of the San Francisco Public Library Commission adjourned at 7:38 PM in appreciation of Marjorie Stern and her family for the generous gift of books she loved.

Richard Walsh
Acting Secretary, Library Commission

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Received 3/13/2007 C.W.

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 1, 2007

Item 1:
Public Comment

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

This scandal almost writes itself. We understand things in terms of the templates we know. We fit our history into the stories we tell ourselves.

The template here is that things were going along fine under Willie Brown and now Mayor Newsom is asleep at the wheel and the library is egregiously behind and over budget.

We know that this template is not really true, but that is what people are going to understand.

The story should be the organizational impetus. Dick Cheney wishes he had evidence of Weapons of Mass Destruction and his organization provides such evidence.

Similarly, Donna Bero wishes there were some reason for extending this fund raising out another ten years. Then the organization comes up with a reason.

My new tag line: 'The lies cost more than the money.'"

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 1, 2007

Item 2:
Approval of the Minutes

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

You have gone back to the standard of not attaching the citizen summaries to these minutes in any way.

Those citizen summaries are a part of history. For example, by accident and human error my copy of a summary was deleted. I can recreate it, but it is part of what libraries are about that a document is preserved by the library as well as preserving the access to it.

If we value the library, that is the same reason we value the minutes.

At this meeting I spoke about the watershed event known as the John Bransten incident. I described this as the script of the time when Commissioner Coulter butted heads with Jim Herlihy.

You have gone back to wide margins, large type and very little history."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 1, 2007

Item 3:
Branch Library Improvement Program (BLIP) Report

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

I am not usually effusive in my praise of president Higueras, but in this case he recognized that the public needed to hear that report from Mr. Rosenfield before public comment. Perhaps he is developing democratic instincts at long last.

There was an overdue admission in the report that, time is money.

It has been seven years since the citizens voted for this bond measure. The library presents a list of six completed projects. The Presidio retaining wall has workman on site. The System Support Center was a purchase. The Mission Bay project was a condominium.

There are only two projects that originated and were pushed to completion by the staff and one of those was complete as of February 10.

It is the delay that is the primary culprit."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 1, 2007

Item 4:
Richmond/Senator Milton Marks Branch Library

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

These are new figures. I searched in vain for these figures in writing. It is very important that people have access to the documents that you are looking at and that they have the figures in writing. You have been very good about providing copies of slides on other items, but these particular ones were not available.

Did I hear a starting gun going off?

As was pointed out by Mr. Herrera, there is a can of worms being opened here and it would be very wise to understand what is in it. I guess we will learn those issues soon enough.

With respect to this project, if you have the money you may as well go ahead. But then that is the question, Do you have the money?"

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 1, 2007

Item 5:
Friends of the Library Report

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

Thank you for the clarification. I was a little bit confused myself. [Chair almost goes to another item and is instructed to take public comment by deputy city attorney.]

This is a wonderful chance to be brief, so I will probably take it.

The implications of the Friends in all of this are profound and I think we all understand them. I will be giving you many details later.

Long live the public comment fund. We have not heard a report on that for a while. But as they say, details to follow."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 1, 2007

Item 6:
City Librarian's Report by Luis Herrera

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

I was at the re-opening of the West Portal Branch and a good time was had by all.

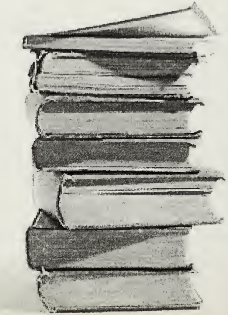
Among bibliophiles the Kelmscott Chaucer is almost the holy grail. In the Pre-Raphaelite collection at the Tate Gallery, Edward Burne-Jones is well represented. These are all legendary figures and it is enthralling that we now have his Kelmscott Chaucer because of Marjorie Stern.

It would be nice if the public had access to the powerpoint facilities. But an actual tour of the handicapped access department is recommended.

I question this Links-Plus proposal. It seems almost indistinguishable from interlibrary loan and interlibrary loan was analyzed very carefully to make sure that the impacts were balanced by the benefits. It is not usually presented as an empty headed positive thing. There are issues to be considered."

Library Commission
March 1,2007
Branch Library Improvement Program (BLIP) Report

Review, discussion, and possible action to approve Library recommendations for the budget and schedule of the Branch Library Improvement Program (BLIP) which includes the possible rescheduling of up to five projects.



Branch Library Improvement Program

Initial Goals:

- Seismic Safety
- ADA Compliance
- Hazardous Materials Abatement
- Mechanical & Electrical System Upgrades

Branch Library Improvement Program

Initial Commitment:

–19 Renovations

–5 Property Acquisitions & New Construction to replace leased facilities

–1 Property Acquisition & Remodel for Support Services Facility

Branch Library Improvement Program

Current Goals:

- –Meet Initial Goals
- –Meet emerging service needs
  - •Add Teen Areas
  - •Add Community Meeting Rooms
  - •Improve Materials Handling
  - •Maintain or Expand Collections
  - •Enhance Access to Technology
  - •Flexibility for the Future
  - •Need more space!

Branch Library Improvement Program

Current Goals:

–Meet growing & diverse service needs

–Meet community expectations

–Provide well-designed staff spaces

–Design 21st Century Libraries

Branch Library Improvement Program

Management & Oversight:

- –Library Commission approvals
- –Regular public reporting
- –Project cost estimates & contingencies
- –Testing & investigations
- –Departmental cooperation & support
- –Community Involvement
- –Citizens General Obligation Bond Oversight Committee recognition

Branch Library Improvement Program

Revenue Sources:

$105,865,000	Prop A November 2000 Bonds
$2,400,000	Earthquake Safety Bonds
$16,000,000	Friends of the Library
Subtotal	**$124,265,000**
$8,951,614	State Grants for construction
$759,170	State Grants for furniture
$1,673,481	Bond Interest Proceeds
$5,150,000	Library Preservation Funds
Total	**$140,927,607**

Branch Library Improvement Program

Current Status & Issues:

- Fund Sources
- Escalation Rates
- Bid Climate
- Momentum & Precedent
- Budgets Revised to Support New Goals

Completed

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Excelsior	$3,655,648	$3,655,748	Opened 7/05	Renovation & Addition
Support Services	$8,946,342	$8,946,342	Opened 5/06	Property Acquisition
Mission Bay	$3,967,000	$3,967,000	Opened 7/06	New Library
West Portal	$4,574,500	$4,574,500	Opened 02/07	Renovation & Addition
Sunset	$1,510,000	$1,510,000	Opening 03/07	Interior Renovation
Presidio Retaining wall	$550,000	$550,000	Completed 12/06	Site work

Funded

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Marina	$3,924,500	$3,924,500	Opening summer '07	Renovation & Addition
Glen Park	$5,478,200	$5,478,200	Opening summer '07	New Library
Noe Valley	$5,707,318	$5,707,318	Opening late '07	Renovation & Addition
Western Addition	$4,725,500	$4,725,500	Opening spring '08	Renovation & Addition

Active

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Richmond	$11,615,000	$13,711,500	Bid Phase	Renovation & Addition
Portola	$4,818,520	$6,060,500	Bid Phase	New Library
Ingleside	$6,245,000	$6,755,000	CD Phase	New Library
Potrero	$3,968,500	$4,470,000	CD Phase	Renovation & Addition
Eureka Valley	$4,351,000	$5,370,000	DD Phase	Renovation & Addition
Bernal Heights	$5,082,500	$5,695,000	DD Phase	Renovation / Expansion

Upcoming

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Anza	$4,503,000	$6,325,000	Start Design 7/07	Renovation & Addition
Park	$1,310,000	$1,565,000	Start Design 7/07	Interior Renovation
Parkside	$3,236,000	$4,907,000	Proceed 7/07	Renovation & Addition
Presidio	$1,530,000	$1,825,000	Start Design 7/07	Interior Renovation
Visitacion Valley	$5,942,500	$11,400,000	Proceed 7/07	New Library

Program Costs & Assumptions

	Approved Budget	Recc'd Budget	Schedule	Scope
Furniture & Equipment*	$16,000,000	$16,000,000	Ongoing	24 branches
Program wide costs	$8,859,033	$10,350,000	to 7/10	
Reserve	$1,589,946	$2,100,000		

- Reserve 5% of outstanding construction (Active & Upcoming Projects only)
- Construction estimates assume 5% escalation per year from date of estimate to an assumed midpoint of construction (MPOC)

* Friends budget

Branch Library Improvement Program

Budget Subtotals:

Subtotal Completed, Funded, Active & Upcoming:

- **$139,123,008**

Total Available Revenues:

- **$140,927,607**

Branch Library Improvement Program

Remaining Projects & Assumptions:

–Meet Current Goals

–Priority to replace leased facilities

–Priority to complete Seismic Hazard Rating 4

–Geographic distribution

–Increased scope to meet service needs

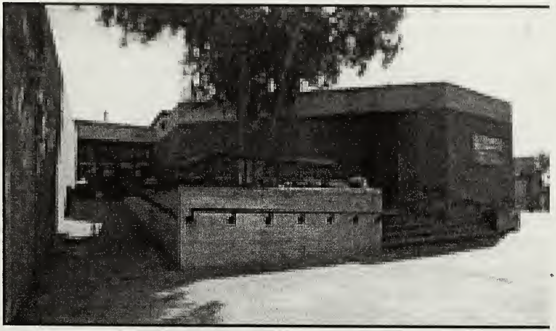
–Evaluation of service impacts

Remaining Projects & Assumptions

Branch	Approved Budget	Recc'd Budget	Forecast Budget	Schedule	Scope
Bayview	$3,629,000	$770,000	$9,890,000	Start Design 7/07	Renovation, Addition, Property Acquisition
Golden Gate Valley	$5,073,000	$0	$9,585,000	Start Design 1/08	Renovation & Addition
Merced	$3,990,000	$50,000	$4,395,000	Proceed 1/08	Renovation & Addition
North Beach	$3,763,600	$100,000	$7,750,000	Start Design 1/08	New Library
Ortega	$3,382,000	$880,000	$7,905,000	Proceed 7/07	New Library
Program wide costs	$0	$0	$3,450,000	After 7/10	
Reserve	$0	$0	$2,600,000		

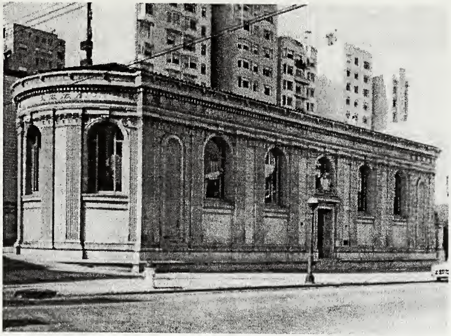
- Reserve 10% of outstanding construction (Remaining Projects)
- Construction estimates assume 5% escalation per year to MPOC

Bayview/Anna E. Waden



- Renovation, addition, & expansion onto neighboring property
- Meet increasing service needs due to expanding transit & housing development
- Larger building envisioned

Golden Gate Valley

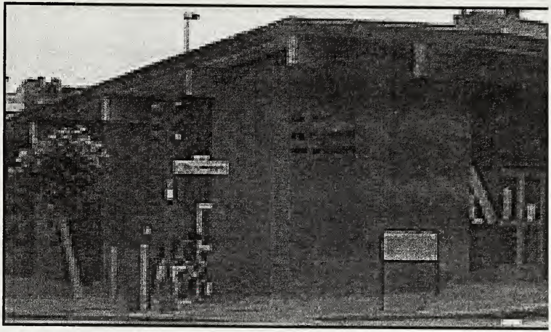


- Renovation with addition
- Historic Carnegie, Landmark Building
- Increased restoration costs

Merced

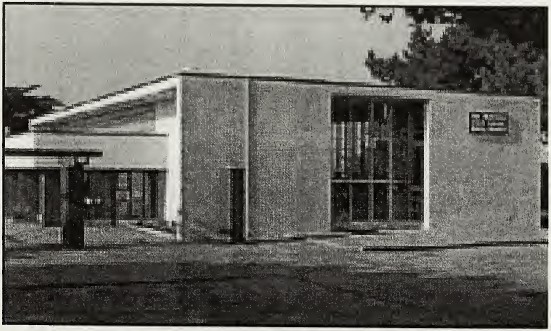
- Renovation with addition
- To minimize service disruption, reschedule until new Ingleside branch is completed

North Beach



- New larger building supported by community in the Park
- Service needs are not met with renovation alone
- Necessitates Park master planning process

Ortega



- New larger building closer to the street
- Increased service needs from adjacent schools
- Community planning process for new building supported through Prop 14 process
- Service needs are not met with renovation alone

Branch Library Improvement Program

Budget Totals:

Total All Projects (Forecast):

–$184,698,008

Total Available Revenues:

–$140,927,607

Total Shortfall @ 5% escalation:

–$43.8M

Total Shortfall @ 8% escalation:

–$52.3M

Branch Library Improvement Program

Recommendations:

–Transfer $18,037,600 from five remaining project budgets (Bayview, Golden Gate Valley, Merced, North Beach, Ortega) to eleven active & upcoming projects (Richmond, Portola, Ingleside, Potrero, Eureka Valley, Bernal Heights, Anza, Park, Parkside, Presidio, Visitation Valley)

–Begin design on three remaining projects (Bayview, North Beach, Ortega)

–Expedite eleven active & upcoming projects

–Identify funding options to complete five remaining projects

Branch Library Improvement Program

Outstanding Issues:

- Current reserve (approx $1.5M) not sufficient to address funding shortfall
- Commission action necessary to proceed with 6 active and 5 upcoming projects
- Reducing scope of projects will not meet commitments for seismic safety, access and service needs

Branch Library Improvement Program

Funding Options:

–Transfers from General Fund portion of Prop E to BLIP ($4M in FY07/08)

–Renewal of set aside with option for revenue bonding authority

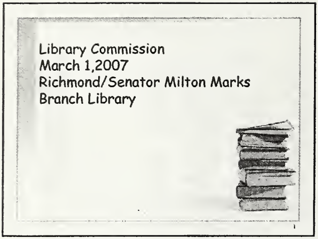
–General Obligation Bond

–Potential new State Bond

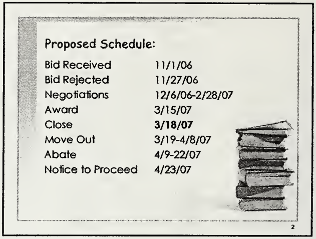
–Developer Impact Fees

–Bond Interest Proceeds

–Future rents

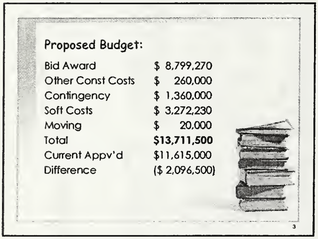


Library Commission
March 1,2007
Richmond/Senator Milton Marks
Branch Library



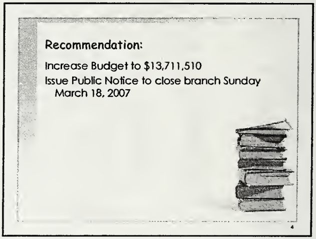
Proposed Schedule:

Bid Received	11/1/06
Bid Rejected	11/27/06
Negotiations	12/6/06-2/28/07
Award	3/15/07
Close	**3/18/07**
Move Out	3/19-4/8/07
Abate	4/9-22/07
Notice to Proceed	4/23/07



Proposed Budget:

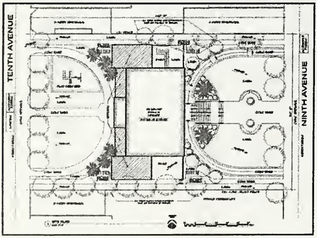
Bid Award	$ 8,799,270
Other Const Costs	$ 260,000
Contingency	$ 1,360,000
Soft Costs	$ 3,272,230
Moving	$ 20,000
Total	**$13,711,500**
Current Appv'd	$11,615,000
Difference	($ 2,096,500)

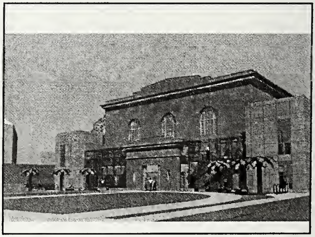


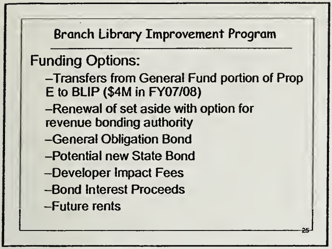
Recommendation:

Increase Budget to $13,711,510

Issue Public Notice to close branch Sunday March 18, 2007







Branch Library Improvement Program

Funding Options:

- –Transfers from General Fund portion of Prop E to BLIP ($4M in FY07/08)
- –Renewal of set aside with option for revenue bonding authority
- –General Obligation Bond
- –Potential new State Bond
- –Developer Impact Fees
- –Bond Interest Proceeds
- –Future rents

BRANCH LIBRARY
IMPROVEMENT PROGRAM

Capital Planning Program

FY2008 – FY2017 Capital Plan

Capital Pl[illegible]

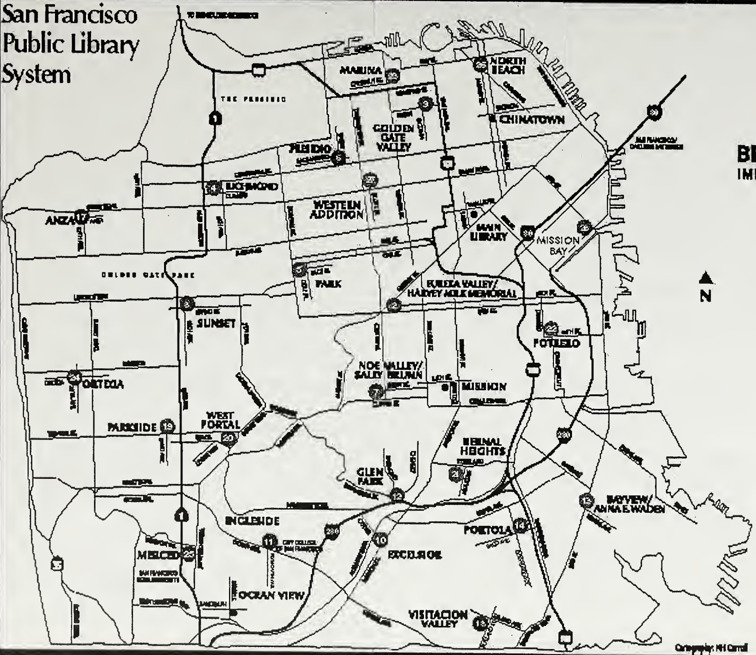
Airport, Public Utilities Commission, and Branch Library Impro[illegible]

Branch Library Improvement Program

- Program Description (Voter's Pamphlet)
  - Incur $105,865,000 of bonded indebtedness for the acquisition, renovation, and construction of branch libraries and other library facilities, other than the Main Library, and all other works, property and structures necessary or convenient for the foregoing purposes.
- Scope (Initial goals)
  - 19 renovations, 5 property acquisitions & new construction to replace leased facilities, 1 support services facility
  - Seismic safety, hazardous materials abatement, ADA compliance, electrical & mechanical systems upgrades

Branch Library Improvement Program

San Francisco
Public Library
System


THE PRESIDIO
GOLDEN GATE PARK
ANZA
RICHMOND
PRESIDIO
MARINA
GOLDEN GATE VALLEY
NORTH BEACH
CHINATOWN
WESTERN ADDITION
MAIN LIBRARY
MISSION BAY
PARK
SUNSET
EUREKA VALLEY/ HARVEY MILK MEMORIAL
POTRERO
ORTEGA
NOE VALLEY/ SALLY BRUNN
MISSION
PARKSIDE
WEST PORTAL
BERNAL HEIGHTS
GLEN PARK
BAYVIEW/ ANNA E. WADEN
INGLESIDE
PORTOLA
MERCED
EXCELSIOR
OCEAN VIEW
VISITACION VALLEY
N
Cartography: NH Carroll

BRANCH LIBRARY
IMPROVEMENT PROGRAM

Renovations
Anza (17)
Bayview (13)
Bernal heights (21)
Eureka Valley (2)
Excelsior (10)
Golden Gate Valley (9)
Marina (23)
Merced (25)
Noe Valley (7)
North Beach (26)
Ortega (24)
Park (5)
Parkside (19)
Potrero (22)
Presidio (6)
Richmond (4)
Sunset (8)
West Portal (20)
Western Addition (27)

New Construction
Glen Park (12)
Ingleside (11)
Mission Bay (28)
Portola (14)
Visitacion Valley (18)

Branch Library Improvement Program

- Revenue Sources (Current Available)
  - $105,865,000 Prop A November 2000 Bonds
  - $2,400,000 Earthquake Safety Bonds
  - $16,000,000 Friends of the Library

  Subtotal $124,265,000

  - $8,951,614 State Grants for construction
  - $759,170 State Grants for furniture
  - $1,673,481 Bond Interest Proceeds
  - $5,150,000 Library Preservation Funds

Total $140,927,607

Branch Library Improvement Program Milestones

- Program Milestones
  - 5 Property Acquisitions complete
  - 1 Support Services Facility complete
  - 3 Renovations complete
  - 1 New Library complete
  - 3 Renovations in construction
  - 1 New Library in construction
  - 4 Renovations in design or bid
  - 2 New Libraries in design or bid
  - 3 Bond Sales totaling ~$75M
  - ~$54M expended / encumbered

Branch Library Improvement Program
Current Status & Issues

- Meet Initial Goals and:
  - Meet growing & diverse service needs
    - Add Teen Areas
    - Add Community Meeting Rooms
    - Improve Materials Handling
    - Maintain or Expand Collections
    - Enhance Access to Technology
    - Flexibility for the Future
    - Need more space!
  - Meet community expectations
  - Provide well-designed staff spaces
  - Design 21st Century Libraries

Branch Library Improvement Program
Current Status & Issues

- Fund Sources
- Escalation Rates
- Bid Climate
- Momentum & Precedent

Branch Library Improvement Program Budget & Schedule

Completed Projects

Branch	Approved Budget	Recc'd Budget (n/c)	Status	Scope
Excelsior	$3,655,648	$3,655,748	Opened 7/05	Renovation & Addition
Support Services	$8,946,342	$8,946,342	Opened 5/06	Property Acquisition
Mission Bay	$3,967,000	$3,967,000	Opened 7/06	New Library
West Portal	$4,574,500	$4,574,500	Opened 02/07	Renovation & Addition
Sunset	$1,510,000	$1,510,000	Opening 03/07	Interior Renovation
Presidio Ret'g wall	$550,000	$550,000	Completed 12/06	Site work

Branch Library Improvement Program
Budget & Schedule

Funded Projects

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Marina	$3,924,500	$3,924,500	Opening summer 2007	Renovation & Addition
Glen Park	$5,478,200	$5,478,200	Opening summer 2007	New Library
Noe Valley	$5,707,318	$5,707,318	Opening late 2007	Renovation & Addition
Western Addition	$4,725,500	$4,725,500	Opening spring 2008	Renovation & Addition

Branch Library Improvement Program
Budget & Schedule

Active Projects

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Richmond	$11,615,000	$13,885,000	Bid Phase	Renovation & Addition
Portola	$4,818,520	$6,060,500	Bid Phase	New Library
Ingleside	$6,245,000	$6,755,000	Construction Document Phase	New Library
Potrero	$3,968,500	$4,470,000	Construction Document Phase	Renovation & Addition
Eureka Valley	$4,351,000	$5,370,000	Design Development Phase	Renovation & Addition
Bernal Heights	$5,082,500	$5,695,000	Design Development Phase	Renovation / Expansion

Branch Library Improvement Program
Budget & Schedule

Upcoming Projects

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Anza	$4,503,000	$6,325,000	Start Design July 2007	Renovation & Addition
Park	$1,310,000	$1,565,000	Start Design July 2007	Interior Renovation
Parkside	$3,236,000	$4,907,000	Proceed July 2007	Renovation & Addition
Presidio	$1,530,000	$1,825,000	Start Design July 2007	Interior Renovation
Visitacion Valley	$5,942,500	$11,400,000	Proceed July 2007	New Library

Branch Library Improvement Program Budget & Schedule

Program Costs and Assumptions

	Approved Budget	Recc'd Budget	Schedule	Scope
Furniture & Equipment*	$16,000,000	$16,000,000	Ongoing	24 branches
Program wide costs	$8,859,033	$10,350,000	to 7/10	
Reserve	$1,589,946	$2,100,000		

- Reserve 5% of outstanding construction (Active & Upcoming Projects only)
- Construction estimates assume 5% escalation per year from date of estimate to an assumed midpoint of construction (MPOC)

* Friends budget

Branch Library Improvement Program Budget

Subtotals

- **Subtotal Completed, Funded, Active & Upcoming Projects:**
  - $139,296,508
- **Total Available Revenues:**
  - $140,927,607

Branch Library Improvement Program Budget

Remaining Projects

Assumptions:

- Meet Current Goals
- Priority to replace leased facilities
- Priority to complete SHR 4
- Geographic distribution
- Increased scope to meet increased service needs
- Evaluation of service impacts

Branch Library Improvement Program Budget

Remaining Projects

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Bayview	$3,629,000	$9,890,000	Start Design 7/07	Renovation, Addition, Property Acquisition
Golden Gate Valley	$5,073,000	$9,585,000	Start Design 1/08	Renovation & Addition
Merced	$3,990,000	$4,395,000	Proceed 1/08	Renovation & Addition
North Beach	$3,763,600	$7,750,000	Start Design 1/08	New Library
Ortega	$3,382,000	$7,905,000	Proceed 7/07	New Library
Program wide costs	$0	$3,450,000	After 7/10	
Reserve	$0	$2,600,000		

Branch Library Improvement Program Budget

Totals

- **Total All Projects:**
  - $184,871,508
- **Total Available Revenues:**
  - $140,927,607
- **Total Shortfall @ 5% escalation:**
  - $43.9M
- **Risk: Total Shortfall @ 8% escalation:**
  - $52.4M

Branch Library Improvement Program Budget

Funding Options:

- Transfers from General Fund portion of Prop E to BLIP ($4M in FY07/08)
- Renewal of set aside with option for revenue bonding authority
- General Obligation Bond
- Potential new State Bond
- Developer Impact Fees
- Bond Interest Proceeds
- Rents

Staff recommendation – Revenue bond

- Include revenue bonding authority in the Library Preservation Fund renewal on this November's ballot, mirroring authority granted in the Open Space Fund renewal
- Solves all or a substantial portion of the shortfall without approval of an additional G.O. bond (with an according increase in property taxes)
- Requires 50% approval for passage, as opposed to a 2/3^{rds} approval required for a G.O. bond
- Provides a flexible tool that can be sized as-needed to meet changing escalation rates as the program is completed over the coming 5 years

Staff recommendation – Revenue bond

Shortfall	($44M)
Bond interest	$1M
Vis Valley impact fees	$2M
Revenue bond	$35M
Remaining Shortfall	($6M)

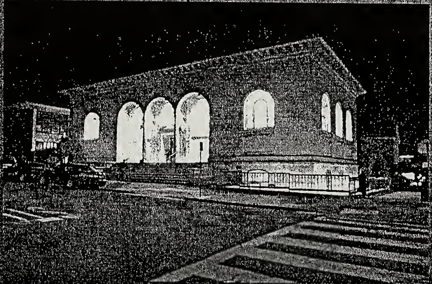
Other options

- Additional bond interest
- Redevelopment and other impact fees
- Increase revenue bond above $35M
- General Fund capital appropriations in future years

Branch Library Improvement Program

Questions?

Sunset Grand Reopening 3/31, 1PM



Capital Planning Committee Meeting Schedule

Winter – Spring 2007

February 22	**12:30 – 2 PM City Hall, Rm 201** SFO Supplemental Branch Library Improvement Program Enterprise Dept 2 – Airport and PUC
February 26	**Noon – 2 PM SFPL L/H Room B** External Agencies – School District, Housing Authority *Take Action on FY 2008-2017 Capital Plan*

Annual Capital Budget Review & Approval

- March 12, March 26, April 9, April 16, and April 30
- All meetings in City Hall, Rm 201 @ Noon except March 26 location TBD

Questions and Comments?

Capital Planning Program Website for:

1. Information & presentations from today and all previous CPC meetings.

2. Revised Draft Capital Plan FY 2008-2007

www.sfgov.org/cpp

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
(as approved at the regular meeting of April 5, 2007)

The San Francisco Public Library Commission held a regular meeting on Thursday, March 1, 2007, in the Koret Auditorium, Main Library.

The meeting was called to order at 4:34 PM with Commissioners Chin, Coulter, Higueras, Kane, and Munson present. Commissioner Gomez arrived at 4:47 and Commissioner Bautista arrived at 5:15.

To accommodate the schedules of commissioners who would be unable to attend the entire meeting, President Higueras changed the order in which items on the agenda would be heard and cautioned that item #7, Extended Library Service Hours, might have to be postponed to a future meeting.

AGENDA ITEM #3: BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) REPORT

City Librarian Luis Herrera and BLIP Manager Marilyn Thompson reviewed for the commission the BLIP report given at its regular meeting of February 15, 2007. Ms. Thompson provided the commission with updated budget recommendations for five branch projects—Anza, Park, Parkside, Presidio, and Visitacion Valley—and schedule and budget changes for another five projects—Bayview, Golden Gate Valley, Merced, North Beach, and Ortega.

Mr. Herrera made these recommendations:

> Transfer $18,037,600 from five remaining project budgets (Bayview, Golden Gate Valley, Merced, North Beach, and Ortega) to 11 active and upcoming projects (Richmond, Portola, Ingleside, Potrero, Eureka Valley, Bernal Heights, Anza, Park, Parkside, Presidio, and Visitacion Valley);
>
> Begin design on three remaining projects (Bayview, North Beach, Ortega);

Expedite the 11 active and upcoming projects;

Identify funding options to complete the five remaining projects.

The city librarian pointed out funding options to close the BLIP budget shortfall, and described the recent meeting of the city's Capital Planning Committee. He reported that the committee recommended renewal of the library's charter set-aside funding with an option for revenue bonding authority.

Mr. Herrera welcomed Ben Rosenfield, city administrator's office, who recounted the Capital Planning Committee's action to recommend to the Board of Supervisors and Mayor Newsom that the Library Preservation fund be renewed with the option for revenue bonding. Mr. Rosenfield described advantages for the Public Library of utilizing revenue bonds to complete the BLIP projects instead of alternative forms of funding, such as general obligation bonds. He noted that Recreation & Park Department now uses revenue bonds for the Open Space fund. Mr. Rosenfield characterized revenue bonds as a flexible tool that could be used to complete the branch library renovations without affecting current service levels in the library system.

The city librarian welcomed Edgar Lopez, bureau manager for Project Management at Department of Public Works, who described DPW's analysis of the Branch Library Improvement Program to ensure that adequate resources are being dedicated to complete the program on time and within the revised budget.

Donna Bero, Friends of the Library, announced that the Friends board endorsed the renewal of the Library Preservation fund, including the addition of revenue-bond capacity, and she praised Edgar Lopez's past work on the Conservatory of Flowers. She stated that Friends concurred with the financial projections being presented to the Library Commission, and she expressed satisfaction that various city agencies are examining their practices to increase efficiency and control costs for the library's bond program.

The anonymous citizen thanked President Higueras for having Mr. Rosenfield offer his presentation prior to public comment, and expressed reservations about various BLIP projects and practices.

Ian McLean stated his willingness to accept delay in Ortega Branch's construction if it means that the project will be correctly and adequately accomplished.

Ruth Wallace, co-chair of Portola Library Committee, informed the commission of community support for Portola Branch's new construction and requested that the project be fully funded and kept on schedule.

Kate Gunnell, a Portola neighbor, thanked the commission for its efforts to keep the Portola project moving forward and spoke of community anticipation for the enhanced branch, library materials in a multitude of languages, and increased access to computers.

Marlene Tran, educator and spokeswoman for Visitacion Valley Asian Alliance, thanked President Higueras for his Saturday visit to Visitacion Valley and commented on the need for a new, enhanced branch in that neighborhood.

David Binkowski, Visitacion Valley resident and public high school teacher, spoke in favor of a new, free-standing branch library in that neighborhood. He surmised that the new branch is a matter of social equity, and he applauded the commission for its support of the project.

Anne Seeman, a Visitacion Valley neighbor and advocate, related her optimism for that neighborhood's new branch. She recalled successful efforts by community members and Supervisor Maxwell to assist in obtaining the developers fee ordinance, and she equated the timely construction of an improved branch to social justice.

Betty Parshall, Visitacion Valley History Project, spoke in support of a new branch for that neighborhood, and requested analysis whether it would be more feasible and cost effective to rehabilitate the current site. She emphasized that regardless of which plan was ultimately chosen, she fully supported a new library for Visitacion Valley. Ms. Parshall provided letters from various residents supporting the Visitacion Valley Branch, and she urged that the project be realized as soon as possible.

Linda Brooks-Burton, manager of Bayview Branch Library, read aloud a letter from Supervisor Maxwell in support of a new stand-alone branch library for Visitacion Valley and an enhanced library for Bayview.

Carol High, a 17-year resident of Portola neighborhood, described their branch's location near a freeway on-ramp and voiced support for a larger new branch in a safer location.

Fran Martin, Visitacion Valley Planning Alliance, spoke in favor of a new, stand-alone branch for that neighborhood.

Ron Miguel, president of the Planning Association for the Richmond, read aloud a letter from Supervisor Jake McGoldrick in favor of increasing funding for Richmond Branch and fulfilling the entire branch improvement program. Mr.

Miguel expressed his own support for revenue bond capacity for the Public Library and encouraged the commission to approve the staff recommendation.

Crezia Tano, program manager for Visitacion Valley Business Opportunities and Outreach to Merchants, provided a list of businesses which support a new branch library for that neighborhood.

Peter Warfield, Library Users Association, expressed skepticism regarding the library's financial management and cited instances which he felt supported this view. He cautioned against revenue bonds which in his opinion would divert library operating funds into branch reconstruction.

Ellen Egbert, Bernal Heights neighbor, encouraged commissioners to periodically visit each branch, and she underscored the need for a new facility for Visitacion Valley. Ms. Egbert noted the reduction in the scope of Bernal Branch's renovation due to inflation and cautioned the library about raising communities' expectations beyond what could actually be provided.

Robert Carlson, manager of North Beach Branch Library, offered instances of community support for a new branch for that neighborhood.

Edie Epps, a lifelong resident of Visitacion Valley, stated community support for full funding for a new, stand-alone branch library for that neighborhood.

Sue Cauthen, member of both the Council for Neighborhood Libraries and the Library Citizens Advisory Committee, expressed support for enhanced library service in the southeastern section of the city. She informed the commission that she favors an outside review of the expenditure of bond funds.

Mauricio Vela, Save the Bernal Preschool/Stop the Eviction campaign, thanked City Librarian Herrera for his communication, and he noted that the campaign supports the library. He urged the commission to fund the expansion of Bernal Branch regardless of the ultimate decision on the preschool.

Maggie Siegel, librarian at Ortega Branch, read aloud a letter in support of construction of a new branch facility written by the principal of the neighboring middle school.

In response to a question from President Higueras, Mr. Herrera stated that Supervisor Maxwell favors the expansion plan for Bayview Branch.

Commissioner Kane expressed gratitude to this evening's speakers and to staff who prepared reports.

President Higueras pointed out that Friends provides funding for furniture and fixtures since bond money cannot be used for those purposes.

In response to questions from Commissioner Kane, Mr. Rosenfield provided additional information on the functioning of revenue bonds, and the means and schedule by which the library could issue them against its dedicated revenue stream from the property tax.

Commissioner Kane revisited his recommendation from the previous meeting that the library should obtain an independent financial review of the bond program. He explained that he believed the library would be shown to have acted responsibly in the expenditure of the funds, and that the review would also be useful in building support for the renewal of Proposition E and obtaining authority from the voters to issue revenue bonds to complete the branch renovations.

Commissioner Munson agreed with Commissioner Kane that the Public Library should obtain an independent analysis of the branch program.

Commissioners Chin and Bautista addressed the issue of rising construction costs, and Ms. Thompson reported that the city is studying methods to make the bidding process less cumbersome for contractors in order to increase competition.

Commissioner Kane proposed that the independent audit review the management of the bond program to date, as well as recommending best practices for going forward.

The city librarian agreed with Commissioner Kane on the wisdom of assessing the bond program, and he recommended entering into discussion with the controller and the Department of Public Works to define the best approach and methodology for the review.

Mr. Rosenfield pointed out that the controller is charged under the city charter with auditing city functions, and that at times the controller's office has used outside consultants for that purpose. He concurred with the city librarian's recommendation that the city administrator, DPW, and library staff discuss an independent review with the controller and bring recommendations back to the commission.

Commissioner Coulter thanked Ms. Thompson for her reports and recalled the city's history of not fully funding major library construction projects. He urged that the independent review examine concrete issues such as the city's bid and purchasing procedures, and that the scope of the investigation be defined so that the results would be useful. He sought assurance that no legal difficulties would be encountered in obtaining revenue-bond capacity and the renewal of the Library Preservation fund. The commission vice president emphasized the importance of building political support for the library set-aside proposal as well as the revenue bonds.

Commissioner Coulter inquired as to the status of Bernal Branch, and the city librarian responded that the branch renovation would soon be going to bid, and that the downstairs portion of the branch will be significantly expanded.

Commissioner Coulter cautioned that it appeared the principal argument against revenue bond capacity would be fear that the funding would be a blank check against the department's operating funds. Mr. Herrera answered that the priority for the set-aside would be the operations of the library, and that bonds would not be issued if they would adversely affect the established levels of service. Commissioner Coulter expressed agreement with Commissioner Kane that the funding of the final five projects was totally dependent on the outcome of the renewal of the Library Preservation fund, and that it was important to make that explicit when discussing the issue with the public.

President Higueras questioned the false dichotomy between books, open hours, and branch renovations. He noted that libraries are materials and services provided at real locations in neighborhoods, and that it is appropriate for the locations to receive the regard and support that the bond program is providing for them. He maintained that branches which have been renovated in the Branch Library Improvement Program are not extravagant, but have received the appropriate attention that they require to adequately provide services in the community. The commission president endorsed Commissioner Kane's proposal to obtain third-party review of the branch library program, and expressed the department's ongoing commitment to renovate and adequately maintain library facilities in San Francisco.

Commissioner Chin expressed appreciation for this evening's speakers and encouraged them to seek political support for the library.

Commissioner Munson spoke in favor of improving the city's antiquated bid and purchasing procedures which he pointed out inflate project costs by discouraging contractors and vendors.

President Higueras recounted his recent visit to Visitacion Valley Branch and offered an overview of arguments pro and con for renovating the existing structure or constructing an entirely new building.

Commissioner Bautista pointed out the high expectations people have for public buildings.

Commissioner Kane asked that the library make a commitment to renovate Bayview Branch as soon as possible, and the city librarian agreed to recommend that a portion of the money from the $4-milllion budget transfer be earmarked for Bayview.

Commissioner Gomez emphasized the Library Commission's commitment to the five branches whose renovations are being delayed.

MOTION: by Commissioner Kane, seconded by Commissioner Munson, to approve the budget transfers recommended in the BLIP report that has been presented tonight. Specifically, we are voting on whether to approve transferring a portion of the five remaining project budgets identified on page 16 of the BLIP report to the 11 active and upcoming projects identified on pages 11 and 12 of the report. These transfers will allow us to close the gap between the approved and recommended budgets for the 11 active and upcoming projects. It will also allow us to begin design on three of the remaining projects. In approving this motion, we reiterate that we are committed to completing all of the projects and identifying funding to replenish the budgets for the five remaining projects. The City is currently pursuing a number of promising strategies to augment the bond funding, and we fully anticipate that there will be additional resources that will allow us to complete all five of the remaining projects. Approved by the following vote: 7 – 0; Aye: Bautista, Chin, Coulter, Gomez, Higueras, Kane, and Munson.

Commissioner Kane departed the meeting at 6:23 PM.

AGENDA ITEM #4: RICHMOND/SENATOR MILTON MARKS BRANCH LIBRARY

Ms. Thompson reported that negotiations for the renovation of Richmond Branch are complete, and she proposed a schedule to the commission, noting that the Richmond project budget totaling $13,711,500 was approved in the previous action. The bond-program manager reviewed the plans for Richmond Branch, and Mr. Herrera characterized this item as a formality following the commission's approval of agenda item #3.

The anonymous citizen sought paper copies of the PowerPoint presentation and equated the Richmond Branch renovation to a can of worms.

Ron Miguel praised the speedy schedule being proposed for Richmond Branch renovation. He explained that savings that may be realized from this schedule could be used for other renovation projects, and he agreed with Ms. Thompson regarding the importance of having the construction site enclosed prior to next year's rainy season.

Donna Bero, Friends of the Library, reported that the Richmond and Anza campaign had raised more than one-third of its goal of $1-million, and she spoke in support of the increased project budget for Richmond Branch.

President Higueras expressed appreciation to Marilyn Thompson and Joe Cheung of DPW for successfully negotiating the Richmond project with the contractor.

MOTION: by Commissioner Munson, seconded by Commissioner Chin, to increase the project budget for Richmond Branch renovation to $13,711,500. Approved by the following vote: 6 – 0; Aye: Bautista, Chin, Coulter, Gomez, Higueras, and Munson.

AGENDA ITEM #5: FRIENDS OF THE LIBRARY REPORT

Ms. Bero expressed gratitude to the Library Commission for their actions at this evening's meeting.

The anonymous citizen commented on the role of the Friends of the Library.

AGENDA ITEM #1: PUBLIC COMMENT

The anonymous citizen commented on templates, organizational psychology, and the extension of Friends' fundraising.

Ellen Egbert announced that she is contributing to Bernal Branch through Friends of the Library.

AGENDA ITEM #6: CITY LIBRARIAN'S REPORT

Mr. Herrera and Chief of Branches Brian Bannon recalled the successful reopening of West Portal Branch and estimated that 2,000 individuals attended.

Chief of Main Kathy Lawhun and Book Arts Manager Asa Peavy described the collection of books that the late Marjorie Stern bequeathed to the library. Mr. Peavy displayed for the commission an edition of the Kelmscott Press The Works of Geoffrey Chaucer which was included in the Stern legacy, and he stated that Book Arts received approximately 750 volumes, and that Art & Music and the International Collection shared another 750 volumes through the gift.

Ms. Lawhun and Mr. Herrera welcomed Access Services Manager Marti Goddard who offered a presentation on the programs provided by Deaf Services Center, Library for the Blind & Print Disabled, Friends for Life, Library on Wheels, Project Read, and Learning Differences.

Mr. Herrera gave an overview of Link Plus, a partnership the library has with 47 other library systems to share materials, and summarized upcoming exhibitions and programs.

The anonymous citizen lauded Marjorie Stern's gift to the Public Library, and questioned whether Link Plus differs substantially from interlibrary loan.

Ellen Egbert identified herself as a Project Read volunteer tutor and praised the Library for the Blind program.

Peter Warfield suggested that information regarding Access Services be featured at branches, urged that items from the Stern gift be made available electronically, and expressed dissatisfaction at Link Plus's replacement charge for lost materials and the paucity of online-catalog terminals at the entrance to the main library.

Deborah Doyle spoke in support of the programs offered by Access Services, the commission actions taken at this evening's meeting to enhance branch facilities, and the generous legacy of Marjorie Stern.

Vice President Coulter recalled Marjorie Stern's love of books and the Public Library, and he suggested that at the conclusion of this evening's meeting that the commission adjourn in honor of Marjorie Stern and her family's generous gift. He also expressed admiration for the work of Access Services Manager Goddard and for Project Read.

Commissioner Bautista recalled her recent visit to Library for the Blind and Project Read's graduation services.

In response to a question from President Higueras, the city librarian agreed to report back in 60 days on the library's experience with Link Plus.

AGENDA ITEM #2: APPROVAL OF THE MINUTES

The anonymous citizen questioned the absence of citizen summaries in the draft minutes, addressed libraries' roles in preserving history, and cited an example wherein he felt the minutes did not adequately convey his comment.

Peter Warfield spoke in support of citizen summaries and offered four specific instances where he felt clarifications and improvements could be made in the minutes of February 1, 2007.

Commissioner Munson identified an error in the minutes in which the Branch Library Improvement Program was misidentified as the Bond Library Improvement Program, and he requested correction.

MOTION: by Commissioner Coulter, seconded by Commissioner Munson, to approve the minutes of the regular meeting of February 1, 2007, as corrected. Approved by the following vote: 6 – 0; Aye: Bautista, Chin, Coulter, Gomez, Higueras, and Munson.

AGENDA ITEM #7: EXTENDED LIBRARY SERVICE HOURS

Continued to the March 15th meeting

AGENDA ITEM # 8: LABOR UNION REPORT

None

AGENDA ITEM #9: NEW BUSINESS

None

AGENDA ITEM #10: ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioners Bautista and Munson, to adjourn the regular meeting of Thursday, March 1, 2007, in appreciation of Marjorie Stern and her family for the generous gift of books she loved. Approved by the following vote: 6 – 0; Aye: Bautista, Chin, Coulter, Gomez, Higueras, and Munson.

The regular meeting of Thursday, March 1, 2007, of the San Francisco Public Library Commission adjourned at 7:38 PM in appreciation of Marjorie Stern and her family for the generous gift of books she loved.

Richard Walsh
Acting Secretary, Library Commission

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Received 3/13/2007 C.W.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 1, 2007

Item 1:
Public Comment

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

This scandal almost writes itself. We understand things in terms of the templates we know. We fit our history into the stories we tell ourselves.

The template here is that things were going along fine under Willie Brown and now Mayor Newsom is asleep at the wheel and the library is egregiously behind and over budget.

We know that this template is not really true, but that is what people are going to understand.

The story should be the organizational impetus. Dick Cheney wishes he had evidence of Weapons of Mass Destruction and his organization provides such evidence.

Similarly, Donna Bero wishes there were some reason for extending this fund raising out another ten years. Then the organization comes up with a reason.

My new tag line: 'The lies cost more than the money.'"

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 1, 2007

Item 2:
Approval of the Minutes

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

You have gone back to the standard of not attaching the citizen summaries to these minutes in any way.

Those citizen summaries are a part of history. For example, by accident and human error my copy of a summary was deleted. I can recreate it, but it is part of what libraries are about that a document is preserved by the library as well as preserving the access to it.

If we value the library, that is the same reason we value the minutes.

At this meeting I spoke about the watershed event known as the John Branstean incident. I described this as the script of the time when Commissioner Coulter butted heads with Jim Herlihy.

You have gone back to wide margins, large type and very little history."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 1, 2007

Item 3:
Branch Library Improvement Program (BLIP) Report

“Stop the Hate! Stop the Ignorance! Don’t Give Money to the Friends & Foundation. Don’t Accept Money from the Friends & Foundation.

I am not usually effusive in my praise of president Higueras, but in this case he recognized that the public needed to hear that report from Mr. Rosenfield before public comment. Perhaps he is developing democratic instincts at long last.

There was an overdue admission in the report that, time is money.

It has been seven years since the citizens voted for this bond measure. The library presents a list of six completed projects. The Presidio retaining wall has workman on site. The System Support Center was a purchase. The Mission Bay project was a condominium.

There are only two projects that originated and were pushed to completion by the staff and one of those was complete as of February 10.

It is the delay that is the primary culprit.”

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 1, 2007

Item 4:
Richmond/Senator Milton Marks Branch Library

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

These are new figures. I searched in vain for these figures in writing. It is very important that people have access to the documents that you are looking at and that they have the figures in writing. You have been very good about providing copies of slides on other items, but these particular ones were not available.

Did I hear a starting gun going off?

As was pointed out by Mr. Herrera, there is a can of worms being opened here and it would be very wise to understand what is in it. I guess we will learn those issues soon enough.

With respect to this project, if you have the money you may as well go ahead. But then that is the question, Do you have the money?"

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 1, 2007

Item 5:
Friends of the Library Report

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

Thank you for the clarification. I was a little bit confused myself. [Chair almost goes to another item and is instructed to take public comment by deputy city attorney.]

This is a wonderful chance to be brief, so I will probably take it.

The implications of the Friends in all of this are profound and I think we all understand them. I will be giving you many details later.

Long live the public comment fund. We have not heard a report on that for a while. But as they say, details to follow."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 1, 2007

Item 6:
City Librarian's Report by Luis Herrera

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

I was at the re-opening of the West Portal Branch and a good time was had by all.

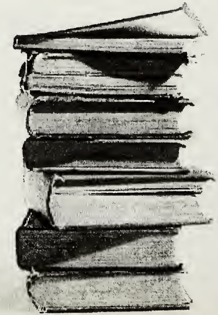
Among bibliophiles the Kelmscott Chaucer is almost the holy grail. In the Pre-Raphaelite collection at the Tate Gallery, Edward Burne-Jones is well represented. These are all legendary figures and it is enthralling that we now have his Kelmscott Chaucer because of Marjorie Stern.

It would be nice if the public had access to the powerpoint facilities. But an actual tour of the handicapped access department is recommended.

I question this Links-Plus proposal. It seems almost indistinguishable from interlibrary loan and interlibrary loan was analyzed very carefully to make sure that the impacts were balanced by the benefits. It is not usually presented as an empty headed positive thing. There are issues to be considered."

Library Commission
March 1,2007
Branch Library Improvement Program (BLIP) Report

Review, discussion, and possible action to approve Library recommendations for the budget and schedule of the Branch Library Improvement Program (BLIP) which includes the possible rescheduling of up to five projects.



Branch Library Improvement Program

Initial Goals:

–Seismic Safety

–ADA Compliance

–Hazardous Materials Abatement

–Mechanical & Electrical System Upgrades

Branch Library Improvement Program

Initial Commitment:

–19 Renovations

–5 Property Acquisitions & New Construction to replace leased facilities

–1 Property Acquisition & Remodel for Support Services Facility

Branch Library Improvement Program

Current Goals:

- Meet Initial Goals
- Meet emerging service needs
  - Add Teen Areas
  - Add Community Meeting Rooms
  - Improve Materials Handling
  - Maintain or Expand Collections
  - Enhance Access to Technology
  - Flexibility for the Future
  - Need more space!

Branch Library Improvement Program

Current Goals:

–Meet growing & diverse service needs

–Meet community expectations

–Provide well-designed staff spaces

–Design 21st Century Libraries

Branch Library Improvement Program

Management & Oversight:

–Library Commission approvals

–Regular public reporting

–Project cost estimates & contingencies

–Testing & investigations

–Departmental cooperation & support

–Community Involvement

–Citizens General Obligation Bond Oversight Committee recognition

Branch Library Improvement Program

Revenue Sources:

$105,865,000 Prop A November 2000 Bonds

$2,400,000 Earthquake Safety Bonds

$16,000,000 Friends of the Library

Subtotal $124,265,000

$8,951,614 State Grants for construction

$759,170 State Grants for furniture

$1,673,481 Bond Interest Proceeds

$5,150,000 Library Preservation Funds

Total $140,927,607

Branch Library Improvement Program

Current Status & Issues:

- Fund Sources
- Escalation Rates
- Bid Climate
- Momentum & Precedent
- Budgets Revised to Support New Goals

Completed

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Excelsior	$3,655,648	$3,655,748	Opened 7/05	Renovation & Addition
Support Services	$8,946,342	$8,946,342	Opened 5/06	Property Acquisition
Mission Bay	$3,967,000	$3,967,000	Opened 7/06	New Library
West Portal	$4,574,500	$4,574,500	Opened 02/07	Renovation & Addition
Sunset	$1,510,000	$1,510,000	Opening 03/07	Interior Renovation
Presidio Retaining wall	$550,000	$550,000	Completed 12/06	Site work

Funded

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Marina	$3,924,500	$3,924,500	Opening summer '07	Renovation & Addition
Glen Park	$5,478,200	$5,478,200	Opening summer '07	New Library
Noe Valley	$5,707,318	$5,707,318	Opening late '07	Renovation & Addition
Western Addition	$4,725,500	$4,725,500	Opening spring '08	Renovation & Addition

Active

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Richmond	$11,615,000	$13,711,500	Bid Phase	Renovation & Addition
Portola	$4,818,520	$6,060,500	Bid Phase	New Library
Ingleside	$6,245,000	$6,755,000	CD Phase	New Library
Potrero	$3,968,500	$4,470,000	CD Phase	Renovation & Addition
Eureka Valley	$4,351,000	$5,370,000	DD Phase	Renovation & Addition
Bernal Heights	$5,082,500	$5,695,000	DD Phase	Renovation / Expansion

Upcoming

Branch	Approved Budget	Recc’d Budget	Schedule	Scope
Anza	$4,503,000	$6,325,000	Start Design 7/07	Renovation & Addition
Park	$1,310,000	$1,565,000	Start Design 7/07	Interior Renovation
Parkside	$3,236,000	$4,907,000	Proceed 7/07	Renovation & Addition
Presidio	$1,530,000	$1,825,000	Start Design 7/07	Interior Renovation
Visitacion Valley	$5,942,500	$11,400,000	Proceed 7/07	New Library

Program Costs & Assumptions

	Approved Budget	Recc'd Budget	Schedule	Scope
Furniture & Equipment*	$16,000,000	$16,000,000	Ongoing	24 branches
Program wide costs	$8,859,033	$10,350,000	to 7/10	
Reserve	$1,589,946	$2,100,000		

- Reserve 5% of outstanding construction (Active & Upcoming Projects only)
- Construction estimates assume 5% escalation per year from date of estimate to an assumed midpoint of construction (MPOC)

* Friends budget

Branch Library Improvement Program

Budget Subtotals:

Subtotal Completed, Funded, Active & Upcoming:

–**$139,123,008**

Total Available Revenues:

–**$140,927,607**

Branch Library Improvement Program

Remaining Projects & Assumptions:

–Meet Current Goals

–Priority to replace leased facilities

–Priority to complete Seismic Hazard Rating 4

–Geographic distribution

–Increased scope to meet service needs

–Evaluation of service impacts

Remaining Projects & Assumptions

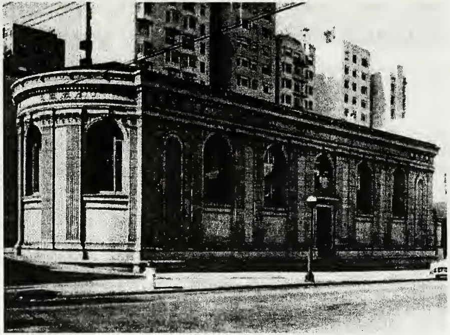
Branch	Approved Budget	Recc'd Budget	Forecast Budget	Schedule	Scope
Bayview	$3,629,000	$770,000	$9,890,000	Start Design 7/07	Renovation, Addition, Property Acquisition
Golden Gate Valley	$5,073,000	$0	$9,585,000	Start Design 1/08	Renovation & Addition
Merced	$3,990,000	$50,000	$4,395,000	Proceed 1/08	Renovation & Addition
North Beach	$3,763,600	$100,000	$7,750,000	Start Design 1/08	New Library
Ortega	$3,382,000	$880,000	$7,905,000	Proceed 7/07	New Library
Program wide costs	$0	$0	$3,450,000	After 7/10	
Reserve	$0	$0	$2,600,000		

- Reserve 10% of outstanding construction (Remaining Projects)
- Construction estimates assume 5% escalation per year to MPOC

Bayview/Anna E. Waden

- Renovation, addition, & expansion onto neighboring property
- Meet increasing service needs due to expanding transit & housing development
- Larger building envisioned

Golden Gate Valley

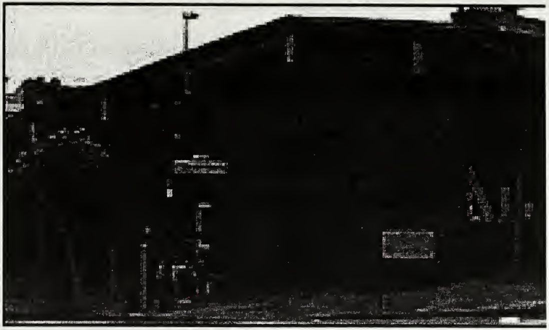


- Renovation with addition
- Historic Carnegie, Landmark Building
- Increased restoration costs

Merced

- Renovation with addition
- To minimize service disruption, reschedule until new Ingleside branch is completed

North Beach



- New larger building supported by community in the Park
- Service needs are not met with renovation alone
- Necessitates Park master planning process

Ortega

- New larger building closer to the street
- Increased service needs from adjacent schools
- Community planning process for new building supported through Prop 14 process
- Service needs are not met with renovation alone

Branch Library Improvement Program

Budget Totals:

Total All Projects (Forecast):

–$184,698,008

Total Available Revenues:

–$140,927,607

Total Shortfall @ 5% escalation:

–$43.8M

Total Shortfall @ 8% escalation:

–$52.3M

Branch Library Improvement Program

Recommendations:

–Transfer $18,037,600 from five remaining project budgets (Bayview, Golden Gate Valley, Merced, North Beach, Ortega) to eleven active & upcoming projects (Richmond, Portola, Ingleside, Potrero, Eureka Valley, Bernal Heights, Anza, Park, Parkside, Presidio, Visitation Valley)

–Begin design on three remaining projects (Bayview, North Beach, Ortega)

–Expedite eleven active & upcoming projects

–Identify funding options to complete five remaining projects

Branch Library Improvement Program

Outstanding Issues:

- Current reserve (approx $1.5M) not sufficient to address funding shortfall
- Commission action necessary to proceed with 6 active and 5 upcoming projects
- Reducing scope of projects will not meet commitments for seismic safety, access and service needs

Branch Library Improvement Program

Funding Options:

- Transfers from General Fund portion of Prop E to BLIP ($4M in FY07/08)
- Renewal of set aside with option for revenue bonding authority
- General Obligation Bond
- Potential new State Bond
- Developer Impact Fees
- Bond Interest Proceeds
- Future rents

Library Commission
March 1,2007
Richmond/Senator Milton Marks
Branch Library

Proposed Schedule:

Bid Received	11/1/06
Bid Rejected	11/27/06
Negotiations	12/6/06-2/28/07
Award	3/15/07
Close	**3/18/07**
Move Out	3/19-4/8/07
Abate	4/9-22/07
Notice to Proceed	4/23/07

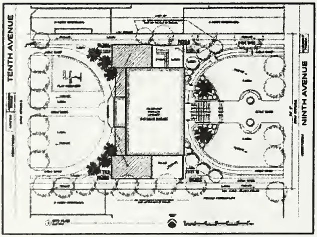
Proposed Budget:

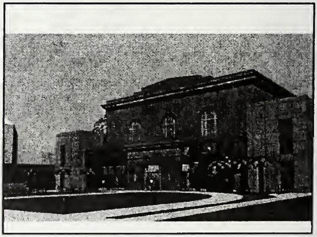
Bid Award	$ 8,799,270
Other Const Costs	$ 260,000
Contingency	$ 1,360,000
Soft Costs	$ 3,272,230
Moving	$ 20,000
Total	**$13,711,500**
Current Appv'd	$11,615,000
Difference	($ 2,096,500)

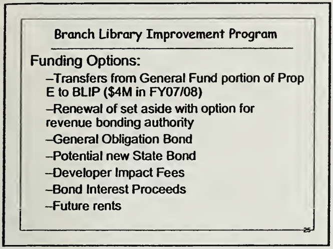
Recommendation:

Increase Budget to $13,711,510

Issue Public Notice to close branch Sunday March 18, 2007







Branch Library Improvement Program

Funding Options:

- –Transfers from General Fund portion of Prop E to BLIP ($4M in FY07/08)
- –Renewal of set aside with option for revenue bonding authority
- –General Obligation Bond
- –Potential new State Bond
- –Developer Impact Fees
- –Bond Interest Proceeds
- –Future rents

BRANCH LIBRARY
IMPROVEMENT PROGRAM

FY2008 – FY2017 Capital Plan

Capital P

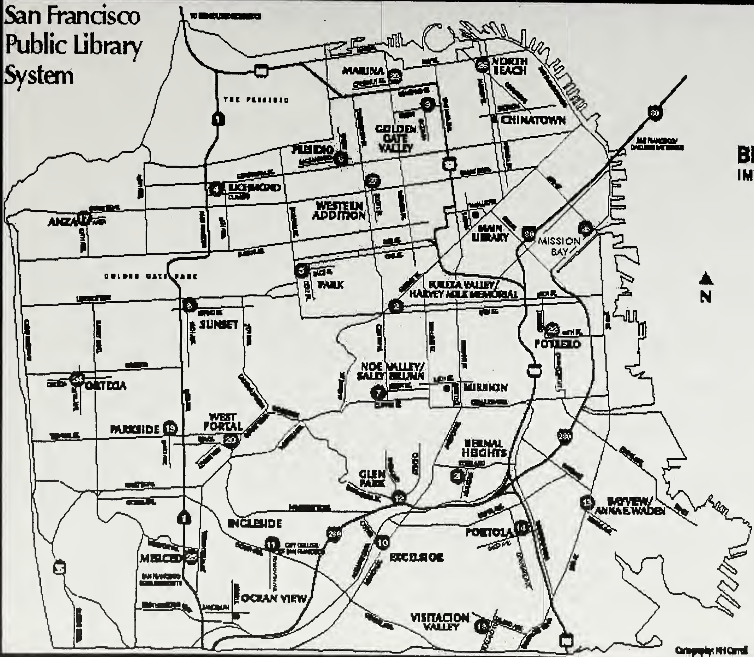
Airport, Public Utilities Commission, and Branch Library Imp

Branch Library Improvement Program

- Program Description (Voter's Pamphlet)
  - Incur $105,865,000 of bonded indebtedness for the acquisition, renovation, and construction of branch libraries and other library facilities, other than the Main Library, and all other works, property and structures necessary or convenient for the foregoing purposes.
- Scope (Initial goals)
  - 19 renovations, 5 property acquisitions & new construction to replace leased facilities, 1 support services facility
  - Seismic safety, hazardous materials abatement, ADA compliance, electrical & mechanical systems upgrades

Branch Library Improvement Program

San Francisco
Public Library
System



THE PRESIDIO
MARINA
NORTH BEACH
CHINATOWN
GOLDEN GATE VALLEY
PRESIDIO
RICHMOND
WESTERN ADDITION
ANZA
MAIN LIBRARY
MISSION BAY
GOLDEN GATE PARK
PARK
EUREKA VALLEY/ HARVEY MILK MEMORIAL
SUNSET
POTRERO
NOE VALLEY/ SALLY BRUNN
MISSION
ORTEGA
WEST PORTAL
PARKSIDE
BERNAL HEIGHTS
GLEN PARK
BAYVIEW/ ANNA E. WADEN
INGLESIDE
PORTOLA
MERCED
EXCELSIOR
OCEAN VIEW
VISITACION VALLEY
N
Cartography: NH Carroll

BRANCH LIBRARY
IMPROVEMENT PROGRAM

Renovations
Anza (17)
Bayview (13)
Bernal heights (21)
Eureka Valley (2)
Excelsior (10)
Golden Gate Valley (9)
Marina (23)
Merced (25)
Noe Valley (7)
North Beach (26)
Ortega (24)
Park (5)
Parkside (19)
Potrero (22)
Presidio (6)
Richmond (4)
Sunset (8)
West Portal (20)
Western Addition (27)

New Construction
Glen Park (12)
Ingleside (11)
Mission Bay (28)
Portola (14)
Visitacion Valley (18)

Branch Library Improvement Program

- Revenue Sources (Current Available)
  - $105,865,000 Prop A November 2000 Bonds
  - $2,400,000 Earthquake Safety Bonds
  - $16,000,000 Friends of the Library

  Subtotal $124,265,000

  - $8,951,614 State Grants for construction
  - $759,170 State Grants for furniture
  - $1,673,481 Bond Interest Proceeds
  - $5,150,000 Library Preservation Funds

Total $140,927,607

Branch Library Improvement Program Milestones

- Program Milestones
  - 5 Property Acquisitions complete
  - 1 Support Services Facility complete
  - 3 Renovations complete
  - 1 New Library complete
  - 3 Renovations in construction
  - 1 New Library in construction
  - 4 Renovations in design or bid
  - 2 New Libraries in design or bid
  - 3 Bond Sales totaling ~$75M
  - ~$54M expended / encumbered

Branch Library Improvement Program
Current Status & Issues

- Meet Initial Goals and:
  - Meet growing & diverse service needs
    - Add Teen Areas
    - Add Community Meeting Rooms
    - Improve Materials Handling
    - Maintain or Expand Collections
    - Enhance Access to Technology
    - Flexibility for the Future
    - Need more space!
  - Meet community expectations
  - Provide well-designed staff spaces
  - Design 21st Century Libraries

Branch Library Improvement Program

Current Status & Issues

- Fund Sources
- Escalation Rates
- Bid Climate
- Momentum & Precedent

Branch Library Improvement Program Budget & Schedule

Completed Projects

Branch	Approved Budget	Recc'd Budget (n/c)	Status	Scope
Excelsior	$3,655,648	$3,655,748	Opened 7/05	Renovation & Addition
Support Services	$8,946,342	$8,946,342	Opened 5/06	Property Acquisition
Mission Bay	$3,967,000	$3,967,000	Opened 7/06	New Library
West Portal	$4,574,500	$4,574,500	Opened 02/07	Renovation & Addition
Sunset	$1,510,000	$1,510,000	Opening 03/07	Interior Renovation
Presidio Ret'g wall	$550,000	$550,000	Completed 12/06	Site work

Branch Library Improvement Program
Budget & Schedule

Funded Projects

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Marina	$3,924,500	$3,924,500	Opening summer 2007	Renovation & Addition
Glen Park	$5,478,200	$5,478,200	Opening summer 2007	New Library
Noe Valley	$5,707,318	$5,707,318	Opening late 2007	Renovation & Addition
Western Addition	$4,725,500	$4,725,500	Opening spring 2008	Renovation & Addition

Branch Library Improvement Program
Budget & Schedule

Active Projects

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Richmond	$11,615,000	$13,885,000	Bid Phase	Renovation & Addition
Portola	$4,818,520	$6,060,500	Bid Phase	New Library
Ingleside	$6,245,000	$6,755,000	Construction Document Phase	New Library
Potrero	$3,968,500	$4,470,000	Construction Document Phase	Renovation & Addition
Eureka Valley	$4,351,000	$5,370,000	Design Development Phase	Renovation & Addition
Bernal Heights	$5,082,500	$5,695,000	Design Development Phase	Renovation / Expansion

Branch Library Improvement Program
Budget & Schedule

Upcoming Projects

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Anza	$4,503,000	$6,325,000	Start Design July 2007	Renovation & Addition
Park	$1,310,000	$1,565,000	Start Design July 2007	Interior Renovation
Parkside	$3,236,000	$4,907,000	Proceed July 2007	Renovation & Addition
Presidio	$1,530,000	$1,825,000	Start Design July 2007	Interior Renovation
Visitacion Valley	$5,942,500	$11,400,000	Proceed July 2007	New Library

Branch Library Improvement Program
Budget & Schedule

Program Costs and Assumptions

	Approved Budget	Recc'd Budget	Schedule	Scope
Furniture & Equipment*	$16,000,000	$16,000,000	Ongoing	24 branches
Program wide costs	$8,859,033	$10,350,000	to 7/10	
Reserve	$1,589,946	$2,100,000		

- Reserve 5% of outstanding construction (Active & Upcoming Projects only)
- Construction estimates assume 5% escalation per year from date of estimate to an assumed midpoint of construction (MPOC)

* Friends budget

Branch Library Improvement Program
Budget

Subtotals

- **Subtotal Completed, Funded, Active & Upcoming Projects:**
  - $139,296,508
- **Total Available Revenues:**
  - $140,927,607

Branch Library Improvement Program Budget

Remaining Projects

Assumptions:

- Meet Current Goals
- Priority to replace leased facilities
- Priority to complete SHR 4
- Geographic distribution
- Increased scope to meet increased service needs
- Evaluation of service impacts

Branch Library Improvement Program Budget

Remaining Projects

Branch	Approved Budget	Recc'd Budget	Schedule	Scope
Bayview	$3,629,000	$9,890,000	Start Design 7/07	Renovation, Addition, Property Acquisition
Golden Gate Valley	$5,073,000	$9,585,000	Start Design 1/08	Renovation & Addition
Merced	$3,990,000	$4,395,000	Proceed 1/08	Renovation & Addition
North Beach	$3,763,600	$7,750,000	Start Design 1/08	New Library
Ortega	$3,382,000	$7,905,000	Proceed 7/07	New Library
Program wide costs	$0	$3,450,000	After 7/10	
Reserve	$0	$2,600,000		

Branch Library Improvement Program Budget

Totals

- **Total All Projects:**
  - $184,871,508
- **Total Available Revenues:**
  - $140,927,607
- **Total Shortfall @ 5% escalation:**
  - $43.9M
- **Risk: Total Shortfall @ 8% escalation:**
  - $52.4M

Branch Library Improvement Program Budget

Funding Options:

- Transfers from General Fund portion of Prop E to BLIP ($4M in FY07/08)
- Renewal of set aside with option for revenue bonding authority
- General Obligation Bond
- Potential new State Bond
- Developer Impact Fees
- Bond Interest Proceeds
- Rents

Staff recommendation – Revenue bond

- Include revenue bonding authority in the Library Preservation Fund renewal on this November's ballot, mirroring authority granted in the Open Space Fund renewal
- Solves all or a substantial portion of the shortfall without approval of an additional G.O. bond (with an according increase in property taxes)
- Requires 50% approval for passage, as opposed to a 2/3rds approval required for a G.O. bond
- Provides a flexible tool that can be sized as-needed to meet changing escalation rates as the program is completed over the coming 5 years

Staff recommendation – Revenue bond

Shortfall	($44M)
Bond interest	$1M
Vis Valley impact fees	$2M
Revenue bond	$35M
Remaining Shortfall	($6M)

Other options

- Additional bond interest
- Redevelopment and other impact fees
- Increase revenue bond above $35M
- General Fund capital appropriations in future years

Branch Library Improvement Program

Questions?

Sunset Grand Reopening 3/31, 1PM

Capital Planning Committee Meeting Schedule

Winter – Spring 2007

February 22 12:30 – 2 PM City Hall, Rm 201
SFO Supplemental
Branch Library Improvement Program
Enterprise Dept 2 – Airport and PUC

February 26 Noon – 2 PM SFPL L/H Room B
External Agencies – School District, Housing Authority
Take Action on FY 2008-2017 Capital Plan

Annual Capital Budget Review & Approval

- March 12, March 26, April 9, April 16, and April 30
- All meetings in City Hall, Rm 201 @ Noon except March 26 location TBD

Questions and Comments?

Capital Planning Program Website for:

1. Information & presentations from today and all previous CPC meetings.
2. Revised Draft Capital Plan FY 2008-2007

www.sfgov.org/cpp

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

NOTICE OF SPECIAL MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION

A special meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Friday, March 2, 2007**
TIME: **3:00 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

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PUBLIC LIBRARY

The meeting will be called to order.

1. PUBLIC EMPLOYEE APPOINTMENT – SECRETARY, LIBRARY COMMISSION ACTION

Open Session:
Public Comment (on all matters pertaining to the closed session item)

Vote on whether to hold closed session pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) – Personnel Matter-Public Employee appointment-Secretary, Library Commission.

Closed Session:
Discussion and possible action

Reconvene in open session:

a) Vote whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a)).

b) Disclosure of action taken in closed session.

2. ADJOURNMENT (requires motion and public comment) ACTION

R Walsh, Acting Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Adele Destro by mail to Interim Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 12/29/04

4:45 pm mt
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Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

(as approved at the regular meeting of April 5, 2007)

The San Francisco Public Commission held a special meeting on Friday, March 2, 2007, in the Koret Auditorium, Main Library.

The meeting was called to order at 3:38 PM by Vice President Coulter.

Commissioners present: Bautista, Coulter, Gomez and Munson. Commissioner Chin arrived at 3:41 and President Higueras arrived at 3:50 PM. Commissioner Kane was excused.

Donna Marion, Departmental Personnel Officer, described the recruiting process for the Library Commission Secretary, which began in October2006. A variety of venues were used for advertising the position.

AGENDA ITEM #1: PUBLIC EMPLOYMENT APPOINTMENT-SECRETARY, LIBRARY COMMISSION

Public Comment:The anonymous citizen presented a copy of an appellate court opinion that gives the Commission the right not to hear public comment after a closed session. He recalled that Commissioners did take public comment after the last closed session and suggested that Commissioners will be irrational under all circumstances.

Peter Warfield noted that the job announcement for Secretary, Library Commission included several duties associated with the City Librarian's Office and the Library as a City department. He said he understood that the Secretary works for the Commission and questioned the reasoning behind non-commission duties.

Motion: by Commissioner Bautista, seconded by Commissioner Munson, that the Library Commission enter into closed session pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) – Personnel Matter-Public Employee Appointment-Secretary, Library Commission.

Action: AYE 5 – 0 (Aye: Bautista, Chin, Coulter, Gomez and Munson)

Commission Comment:
Vice President Coulter estimated that the closed session would last at least one hour.

Pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) the San Francisco Public Library Commission entered into closed session at 3:47 PM.

At 5:46 PM the commission returned to open session with 5 members present: Commissioner Bautista, Chin, Coulter, Higueras and Munson.

Motion: by Commissioner Munson, seconded by Commissioner Chin, pursuant to San Francisco Administrative Code Section 67.12(a), to disclose that the Commission interviewed for the position of Library Commission Secretary and has authorized the City Librarian or his designee to enter into negotiations with the top ranked candidate. The motion was approved by the following vote: 5 – 0; Aye: Bautista, Chin, Coulter, Higueras and Munson.

AGENDA ITEM #2: ADJOURNMENT

Motion: By Commissioner Coulter, seconded by Commissioner Bautista that the special March 2, 2007 meeting of the San Francisco Public Library Commission be adjourned.

The meeting adjourned at 5:48 PM.

Richard Walsh
Acting Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, March 15, 2007**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

1. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. LIBRARY CITIZEN'S ADVISORY COMMITTEE REPORT DISCUSSION

(This item allows the Library Citizen's Advisory Committee (LCAC) to inform the Library Commission of their current and proposed activities.)
Explanatory document: LCAC Resolutions

3. SPECIAL ORDER 5:00PM
PUBLIC EMPLOYEE APPOINTMENT - SECRETARY, LIBRARY COMMISSION ACTION

(The Commission will take this item out of order at 5:00pm)

Open Session:
Public Comment (on all matters pertaining to the closed session item)

Vote on whether to hold closed session pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) – Personnel Matter-Public Employee appointment-Secretary, Library Commission.

Closed Session:
Discussion and possible action

Reconvene in open session:

a) Vote whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a)).

b) Disclosure of action taken in closed session.

4. APPROVAL OF THE MINUTES **ACTION**

Presentation, discussion and possible action to approve the minutes of the regular meeting of February 15, 2007.

Explanatory document: draft minutes

5. BOND PROGRAM MANAGER'S REPORT **DISCUSSION**

(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

This report will consist of an *informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports*: none.

Explanatory documents: current Budget Report and Branch Library Summary Schedules

6. EXTENDED LIBRARY SERVICE HOURS **DISCUSSION**

Presentation of proposed plan to extend library public service hours.

Explanatory document: Expanded Operating Hours Plan Outline with attachments

7. NEW BUSINESS **DISCUSSION**

(This item is to allow Commissioners to introduce new agenda items for consideration.)

8. ADJOURNMENT (requires motion and public comment) **ACTION**

Rich Walsh, Acting Commission Secretary, 3/12/07

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

DRAFT minutes for the regular meeting of Thursday, March 15, 2007

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

The San Francisco Public Library Commission held a regular meeting on Thursday, March 15, 2007, in the Koret Auditorium, Main Library.

Vice President Coulter called the meeting to order at 4:36 pm and announced that President Higueras was excused.

Commissioners present: Chin, Coulter, Gomez, and Munson.
Commissioner Bautista arrived at 4:40 pm and Commissioner Kane arrived at 4:54 pm.

Vice President Coulter changed the order of the agenda requesting that Item No. 6 (Extended Library Service Hours) be heard prior to Item 4 with the rest of the agenda items to follow. He also stated that there was an item on the agenda (selecting a new Library Commission Secretary) with time certain of 5 pm.

AGENDA ITEM NO. 1: PUBLIC COMMENT

An anonymous citizen spoke regarding the *San Francisco Examiner's* editorial that suggested that libraries should be shunted aside. He also made comments about former city librarian Ken Dowlin.

Peter Warfield also expressed concern about the Examiner editorial. He said citizens have funded and expect a first class library system.

Fran Martin on behalf of the Visitacion Valley Planning Alliance, wanted to thank the Library Commission for funding the proposed Visitacion Valley Branch Library. She explained that development fees will pay at least $1 million towards the construction of the new library. She indicated that the people supporting the reuse of the grocery store on the site do not understand that this will add costs and time to construction of the library at that site. She stated that the Mayor's office, Supervisor Maxwell and library staff have all supported new construction of the library.

AGENDA ITEM NO. 4 LIBRARY CITIZEN'S ADVISORY COMMITTEE (LCAC) REPORT

Daniel Weaver, Chair of LCAC gave an overview of the group's recommendations for 7/05-7/06 (attached). He will work with staff to explore solutions to some of the issues raised.

Sue Cauthen, Vice Chair of LCAC, said she was pleased the SFPL is still "A House of Books." She commented on a 2006 report on "Circulation by Material Type," that shows 57% of the items checked out are in the book categories, DVDs are next with 18%. She said she was concerned about the financial problems the BLIP is experiencing and felt an independent audit would be useful.

At 5:00 pm, Vice-President Coulter stated that public comment on this item would be heard after the next item which had a time certain notice.

AGENDA ITEM NO. 2. TIME CERTAIN 5PM: PUBLIC EMPLOYEE APPOINTMENT – SECRETARY, LIBRARY COMMISSION

Motion: by Commissioner Bautista, seconded by Commissioner Munson, that the Library Commission enter into closed session pursuant to California Government Code Section 54957(b)(1)) and San Francisco Administrative Code Section 67.10(b) – Personnel Matter-Public Employee Appointment-Secretary, Library Commission.

Action: AYE 6 – 0 (Aye: Bautista, Chin, Coulter, Kane, Gomez and Munson)

Commission Comment: Vice President Coulter estimated that the closed session would last no more than ten minutes.

Pursuant to California Government Code Section 54957. (b)(1) and San Francisco Administrative Code Section 67.10 (b) the San Francisco Public Library Commission entered into closed session at 5:02 PM.

At 5:12 PM the commission returned to open session with 6 members present: Commissioners Bautista, Chin, Coulter, Kane, Gomez and Munson.

Vice President Coulter stated that pursuant to California Government Code Section 54957.1a5 and San Francisco Administrative Code Section 67.12b4, that he was pleased to announce that negotiations with the top candidate for Library Commission Secretary were successful and that the commission appointed Sue Blackman as the new Library Commission Secretary. The motion was approved unanimously by the following vote: 6-0 Ayes: Bautista, Chin, Coulter, Kane, Gomez and Munson.

Motion: by Commissioner Munson, seconded by Commissioner Chin pursuant to San Francisco Administrative Code Section 67.12(a) to not disclose any portion of the
discussion that took place in today's closed session. The motion was approved by the following vote 6-0 Aye: Bautista, Chin, Coulter, Kane, Gomez and Munson.

Vice President Coulter noted Ms. Blackman's presence in the audience and the Commission welcomed her on-board.

Vice President Coulter stated that the Commission would hear public comment on the Library Citizen's Advisory Committee's Report.

PUBLIC COMMENT - ITEM NO. 4 LIBRARY CITIZEN'S ADVISORY COMMITTEE (LCAC) REPORT:

An anonymous citizen stated he did not have any public comment on the LCAC report but he did want to note that the Commission did not take public comment on the closed session.

Peter Warfield, member of the LCAC, stated he was the first person appointed to the LCAC. He expressed concern about the Library of Congress making changes in the way it catalogues and that this may have a negative impact on public libraries. He stated that the LCAC requested that the Board of Supervisors express concern to the Library of Congress about this issue. He also mentioned another resolution, which was adopted prior LCAC's written report, opposing radio frequency identification resolution in the San Francisco Public Library.

Vice President Coulter stated that there were some excellent points in the report and asked the City Librarian to comment on how staff works with the LCAC.

City Librarian Luis Herrera stated that staff has a very good dialogue with LCAC and will continue to work with them to improve the library system.

Vice President Coulter thanked Daniel Weaver, Sue Cauthen and the LCAC for their hard work.

Vice President Coulter stated that at the beginning of the meeting he had requested the item on Extended Library Service Hours be moved up on the agenda.

Commissioner Cain said he does not believe we asked for public comment before we went into closed session and the Deputy City Attorney said she agreed.

Vice President Coulter asked if there was any public comment on the closed session item that was heard earlier. He specifically asked James Chaffee if he wanted to comment.

No member of the public came forward to comment.

AGENDA ITEM NO. 6 EXTENDED LIBRARY SERVICE HOURS

City Librarian Luis Herrera gave background on the item and stated that this would be a discussion item.

Deputy City Librarian Jill Bourne gave a PowerPoint presentation on the issues relating to extended library service hours (attached.) This included a survey of library patrons from 2004 and methodology of determining budget allotment.

Chief of Branches, Brian Bannon, continued with the PowerPoint presentation. He discussed the criteria and data used for the recommendations on extended library service hours.

Jill Bourne continued with the PowerPoint presentation and explained the staff recommendations, based on the previous information. She asked the Branch Managers from the different branches to comment on their services.

Dominic Scappaticci, Acting Manager of Ocean View Branch Library, speaking on behalf of Ocean View and Ingleside branches, spoke in support of the Ocean View Branch being open on Mondays and explained the after-school programs at that branch. He said that the Ingleside Branch serves many families and opening on Sundays would provide another family day at the branch. He also spoke regarding the benefits of shared staff among the branch libraries.

Sue Bizio, Manager of the Merced Branch Library, supports the extension of library service hours and stated that an extra open day will maximize the access to the collection and better serve students and the community.

Therese Cason, Manager of the Mission Bay Branch Library, spoke in support of opening that branch on Sundays because that would help them better serve the neighborhood community.

Wen Chin Chen, Manager of the Visitacion Valley Branch Library, spoke in support of adding Monday hours to the branch library to better serve the students and local organizations in the area.

Rosalind Chang, Manager of the Portola Branch Library, spoke in support of Sunday hours for the branch. During the time of the Excelsior branch renovation and closure, Portola was chosen as a substitute branch for Sundays. That day became very popular in the area.

Jill Bourne spoke regarding the difference in the options presented by staff and recommended that the item be brought back to the Commission at the next meeting for action.

Luis Herrera thanked staff for their presentation and spoke regarding the recommendations in the report and stated staff would like to phase in changes that are adopted by the Commission.

PUBLIC COMMENT: An anonymous citizen spoke regarding Prop E and the survey done by staff and declared that he had to sue to get that survey done and that's why the Commission had that information available to them. He said that the Commission should be asking the Board of Supervisors for additional funding so that the changes would not have to be phased in and could be done this year. He said that he thought that people were lying to him and the Commission by manipulating the material presented.

Daniel Weaver, a resident of OMI, Ocean View, Merced and Ingleside spoke in support of the additional hours for the branch libraries.

Donna Bero, Friends of the Library, thanked staff for the report and attention to detail and time put into preparing the report. Friends of the Library support the plan.

Toni Bernardi, Chief of Children and Youth Services, spoke strongly in support of proposal A.

Peter Warfield stated there was a lot of material to look over. He claimed that the report had omitted mention that the Board of Supervisors had recommended that branches be open on Sundays. He represented that their preference was that the whole system be open on Sundays. Citizen preferences, he continued, have always been for weekends, not for Mondays. He had questions on the criteria for selecting the peer libraries, the time period referenced in the phasing aspect, and how the statistics about poverty, demographics, etc. were used to make these recommendations.

Ellen Egbert from Bernal Heights Branch Library stated that it was a terrific report and was glad to hear from the other branch librarians.

Commissioner Kane said it was a great report with a lot of information and brought up a number of questions. He said he was not surprised that Sunday was the most popular day. He indicated a desire to look at library goals and a long term plan. He asked what it would take for the system to have every branch open every day, and the ability of hiring more part time staff.

Jill Bourne explained the issue of hiring full or part time staff.

Commissioner Kane asked a question regarding Bayview Branch Library and asked why they weren't brought up to 7 days.

Jill Bourne said that was looked at and the optimum was to bring all branches up to 6 days.

Luis Herrera agreed with that assessment and the next step would be to go to all 7 days.

Commissioner Chin said that when you compare the other cities to San Francisco most of the other cities are larger geographically, so our libraries are smaller, but they are much closer together.

Commissioner Bautista talked about the importance of open hours on Sundays for use by families.

Commissioner Gomez thanked staff for the report and said it provided a great deal of information.

Commissioner Munson said the report was well put together and looked like something a
well paid consultant would put together.

Vice President Coulter said the analysis was very informative. He agreed with Commissioner Kane that the library should look at a long term plan for having the branches open every day. He asked for more information on the Mission Bay branch.

Jill Bourne spoke about the future density of the Mission Bay area and the size of the Mission Bay Branch Library.

Therese Cason, Manager of the Mission Bay Branch Library, spoke regarding the library's circulation statistics, and said that a lot of commuters use the library, a lot of children and the Head Start program also use the library and it serves the UCSF area as well.

Brian Bannon spoke regarding the collection of data. He said the Miss Bay Branch was one of the hardest neighborhoods to determine hours of use, but the recommendation was to open it to 6 days.

Vice President Coulter asked about whether we had more information about the 9% of the people who had said they were dissatisfied. He asked that staff continue to examine the Mission Bay Branch issue.

Luis Herrera said that staff would continue to look at the Mission Bay and Bayview branch issues. He also spoke regarding peer library systems and how they were determined.

AGENDA ITEM NO. 3 APPROVAL OF THE MINUTES

An anonymous citizen stated that the citizen summaries have reappeared in the minutes although they are not included in the body of the minutes and therefore in his opinion they do not meet the law. The minutes do not say that President Higueras asked him a question or that his concern was over the misrepresentation on the agenda. He said that his remarks on the adjournment did not include the comments he made regarding Dorothy Casper.

Peter Warfield said that a great deal more specificity should be in the minutes. Under public comment it would be useful to say a little bit more about what citizens said about the article in the Examiner. He stated that he believed he said that the previous speaker had a letter in the Examiner. He indicated that he had mentioned the Library Users Association, and would appreciate it if that was mentioned in the minutes.

MOTION: By Commissioner Chin, seconded by Commissioner Bautista, to approve the minutes of the regular meeting of February 15, 2007, as amended to include additional comments about the adjournment in honor of Dorothy Casper and Mr. Warfield's identification as representing the Library Users Association. Approved by the following vote 6-0 Aye: Bautista, Chin, Coulter, Kane, Gomez and Munson.

AGENDA ITEM NO. 5 BOND PROGRAM MANAGER'S REPORT

BLIP Program Manager Marilyn Thompson gave a PowerPoint presentation of her regular report and included the most recent budget changes made by the Commission on March 1 (attached). The report included the Schedule Report; Active Projects Reports for New Construction and Renovations; Construction Reports; photographs of some of the branch libraries being renovated; Community Outreach Update and photographs from the West Portal Branch Library Opening on February 10. She stated that West Portal is now fully accessible for the first time.

Luis Herrera reiterated the invitation to the closing party at 1:00 pm on Sunday, March 18th at the Richmond branch and the Grand Re-opening of the Sunset branch on March 31st. He also stated that staff very much appreciated the support from the Commission at the last Commission meeting regarding the BLIP program. Questions were raised at that meeting regarding a review/assessment of the program. He stated that he had met with the City Controller, who is very much in support of undertaking a review of the program. He said he would report back to the Commission in April on the assessment as it evolves.

PUBLIC COMMENT: An anonymous citizen did not have any specific comments on this item – he just wanted to ensure public comment on the item.

Peter Warfield thanked staff for an interesting but rapid report and he thanked the City Librarian for clarifying the times of the upcoming events. He spoke regarding the West Portal branch, and specifically regarding the inconvenient location of the computer catalogs for the library's collection. He was looking for a book that was donated by Mayor Newsom and wanted to have the Mayor autograph it on behalf of the library, but the book was in storage.

Edmund, from the Tenderloin District, spoke in support of the library and keeping the "learning tree" always open.

AGENDA ITEM NO. 7 NEW BUSINESS

Vice President Coulter stated there was no new business to be discussed.

AGENDA ITEM NO. 8 ADJOURNMENT

Vice President Coulter announced that this was Richard Walsh's last meeting as Acting Secretary. The Commission gave him a round of applause and thanked him for his service.

Luis Herrera thanked Mr. Walsh and Cooley Windsor for their assistance in this interim period.

There was no public comment on this item.

MOTION: by Commissioner Munson, seconded by Commissioner Bautista, to adjourn the regular meeting of Thursday, March 15, 2007. Approved by a vote of 6-0. Voting aye: Bautista, Chin, Coulter, Gomez, Kane, and Munson.

The regular meeting of March 15, 2007, of the San Francisco Public Library Commission adjourned at 7:06 PM.

Richard Walsh
Acting Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco
Library Citizens Advisory Committee
Presentation to the Library Commission

March 2007

DOCUMENTS DEPT.
[illegible]
[illegible]
[illegible]

Library Citizens Advisory Committee
2005-2006 Presentation to the Library Commission

The LCAC Chair presents our recommendations to the Library Commission as part of the Library Commission Agenda as appropriate.

At several of our meetings during this fiscal year, the LCAC members and neighborhood guests discussed SFPL plans for branch libraries as part of the Branch Library Improvement Program (BLIP). The Visitacion Valley and Bernal Heights branches were the primary foci of these discussions.

Following is a listing of the motions and resolutions on substantive matters the LCAC adopted during the 2005-6 fiscal year.

July 2005 meeting Branch Library Improvement Program and the Every Child Ready to Read Program

The LCAC recommends that SFPL adhere to the Branch Library Improvement Program as developed in public meetings and as reflected by the BLIP architectural plans for each branch. The plans incorporate technical, mechanical, ADA and seismic upgrades as well as modest expansions to offset space lost to the upgrades.

The LCAC further recommends that SFPL staff fully disclose to the communities that budget shortfalls are occurring, seek additional funding sources and consider extending project time periods.

The LCAC further recommends that the General Obligation Bond Oversight Committee review the BLIP fiscal shortfall situation.

The LCAC strongly endorses the proposed Every Child Ready to Read program and urges its deployment as quickly as possible in Fiscal Year 2005-2006.

March 2006: Main Library POE Construction Recommendations

The Library Citizens Advisory Committee:

1. Commends the SFPL for its plan to move books out of closed shelving and recommends continuation of this practice to the extent possible.

2. Recommends installation of prominent street and way-finding signage at the Larkin, Fulton, and Grove Street entrances.

3. Recommends installation of street and compass directional orientation signs on all floors at central locations such as the elevator/stairway entrances. These could be added to the new floor directory maps by including a North directional symbol and identifying the street frontages on the maps. Another proposal is to add a North directional sign or a directional compass to the atrium floor.

4. Recommends installation of an improved railing and/or stair marking system at the atrium entrance and the Larkin Street stairs for increased safety.

5. Recommends design of a warm and welcoming space in the first floor reading room by use of attractive decor, comfortable seating and brighter and warmer lighting.

For many patrons, the 1st Stop area is the only part of the Main Library they will visit. Unfortunately, the 1st stop area has low ceilings, no windows and lack of natural light. The POE construction project will exacerbate these conditions because expansion of public areas will be into low ceiling areas below the sidewalk with very little natural light. Therefore, it is essential to address issues of poor quality and low levels of lighting and the expansion of amorphous spaces that are not well defined and neither attractive nor comfortable. The design team should seek to add additional lighting and color to the area to make it attractive for patrons and to better define its spaces. As feasible, wall spaces should be opened for the installation of additional clerestory window(s).

6. Recommends that for computer and other workstations, SFPL should use task chairs, some with and some without arms, with casters so that the chairs are easy to move.

7. Recommends that additional comfortable seating be added to the areas around the atrium on all floors to create more seating in the building's major attractive public open spaces. These chairs will also enliven the major space of the building and attract visitors upstairs to use these spaces.

June 2006 Branch Library Construction Funding

The Library Citizens Advisory Committee (LCAC) recommends that the Board of Supervisors approve the transfer of $4 million to fund the four branch library projects to occur in Fiscal Year 2006-07: Glen Park, Ingleside, Richmond, and Western Addition. We endorse this action because we think neighborhoods should receive the renovation project they were promised. However, Library services should not be reduced as a result of this action."

The LCAC recommends that the San Francisco Public Library make the completion of future Branch Library Improvement Program (BLIP) projects an important priority by expediting these projects to minimize future cost overruns. Although inflation has reduced the buying power of BLIP funds, delaying action on projects is a significant cause of the current situation. The LCAC further recommends that the Library should fully staff its project management and top administrative positions and consider adding staff or seeking consultant services to avoid any further delays and even seek to advance projects forward from current schedules.

July 2006 Additional Branch Library Hours on Sundays and Mondays
Special Meeting to Consider Board of Supervisors'
Budget Committee Action Regarding Library Hours
July 17, 2006

The Library Citizens Advisory Committee supports the Board of Supervisors' Budget Committee proposal allocating $480,000 in SFPL funds to increased Sunday and/or Monday hours at selected branches during fiscal 2006-2007, using the following criteria:

1. Branches currently closed Sunday and Monday
2. Branches impacted negatively by the closures necessitated by the branch renovation program
3. Branches registering significant increases in borrowing and visitors.

Furthermore, the LCAC encourages ongoing support for this level of increased services and hours in future fiscal years.

The LCAC further recommends implementation of the increased hours as soon as possible.

This report was prepared by Daniel Weaver, Chair,
Library Citizens Advisory Committee

CIRCULATION BY MATERIAL TYPE
OCTOBER 2006

AUDIO BOOK	4,227	0.69%
BOOK ON CD	4,373	0.72%
BOOK/PARTS	4,174	0.69%
CASSETTE	465	0.08%
CMPACT DISC	35,666	5.85%
DVD	108,989	17.89%
HARDBACK	173,535	28.48%
ILL	1,090	0.18%
LANG LEARN	2,735	0.45%
MCNAUGHTON	16,987	2.79%
PAPERBACK	182,283	29.92%
PHONODISC	192	0.03%
PRINT	3	0.00%
SCORE	2,118	0.35%
SHEET MUSIC	111	0.02%
SOFTWARE	453	0.07%
UNCAT ADULT/MAGAZINE	7,370	1.21%
UNCAT FOREIGN MAGAZINE	2,121	0.35%
UNCAT JUVENILE MAGAZINE	1,570	0.26%
UNCAT PAPERBACK	11,039	1.81%
VCD	14,623	2.40%
VIDEO	35,139	5.77%
TOTAL	609,264	100.00%

Expanded Operating Hours Plan

SFPL Commission

March 15, 2007

DOCUMENTS DEPT.

Expanded Operating Hours Plan

- Background
- Methodology
- Criteria & Data
- Recommendations

Expanded Operating Hours Plan Background

- History
    - Prop E Legislation
    - BLIP
    - 2004 Survey & Results
    - Resolutions
- Comparison with Peer Libraries

Expanded Operating Hours Plan Background

- Prop E Legislation
  - Library Preservation Fund
    - Requires the Library operate no fewer than 26 branch libraries, a Main library, and a library facility for the blind (housed at a branch or Main library)
    - Public hearings at 5 year intervals; survey of user preferences
    - Total annual service hours required to be at least 1028 hours per week
    - System hours increased by 46% - from 801 to 1172
    - Branch hours increased by 47% - from 754 to 1112
    - All branch libraries open on Saturday
    - Survey & public hearing process repeated 1999 & 2004

Expanded Operating Hours Plan Background

- Branch Library Improvement Program
  - Ongoing schedule of opening and closing branches
  - Staff deployed to Interim Services that mitigate impacts of closed branches
  - Temporary branch open hours changing with regularity
  - Future closures will enable added temporary hours and days of service at more locations

Expanded Operating Hours Plan Background

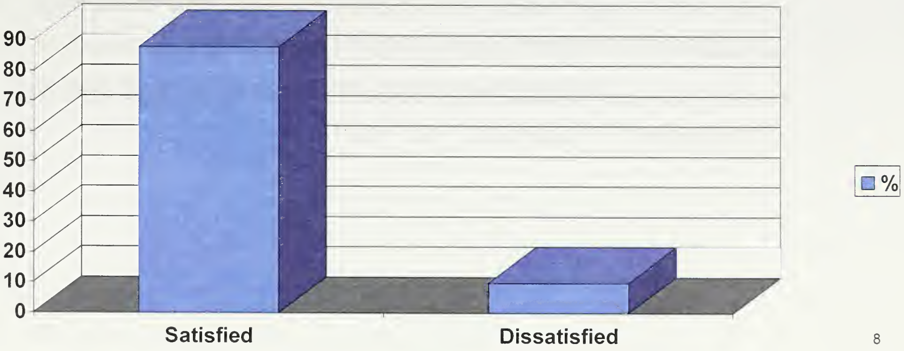
- Branch Library Improvement Program
  - Interim Services
    - Expanded temporary hours at neighboring branches
    - Bookmobile services
    - Special temporary services at neighborhood locations
    - Additional programs and services

Expanded Operating Hours Plan Background

- Survey & Results
  - Branch Library Survey (2004)
  - Questions:
    - (2) Just in general, how satisfied are you with the hours your branch is open for service?
    - (3) How satisfied are you with your ability to get the books and materials you want?

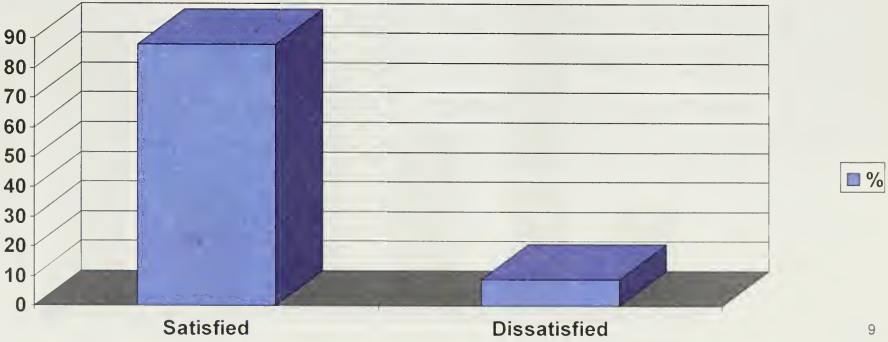
Expanded Operating Hours Plan Background

- Survey & Results
  - Satisfaction with Branch Hours
    - 45% very satisfied; 43% somewhat satisfied
    - 8% not very satisfied; 2% not satisfied at all



Expanded Operating Hours Plan Background

- Survey & Results
  - Satisfaction with ability to get books and materials
    - 42% very satisfied; 46% somewhat satisfied
    - 8% not very satisfied; 1% not satisfied at all

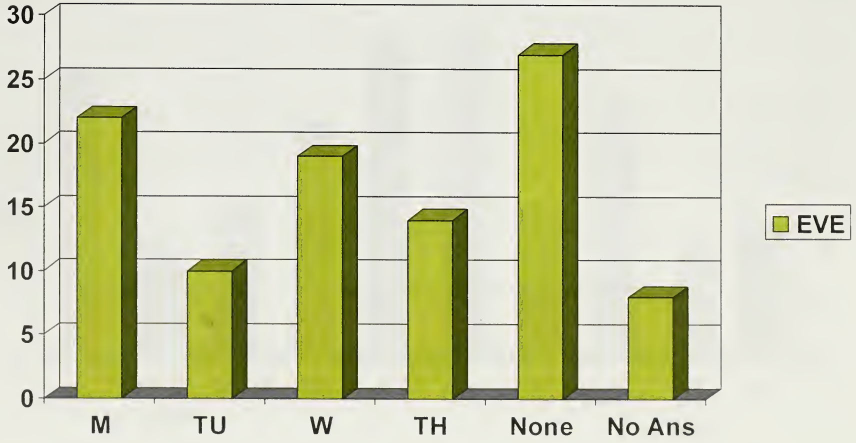


Expanded Operating Hours Plan Background

- Survey & Results
  - Questions:
    - (6a) Which EVENING of the week is MOST IMPORTANT for your library to be open?
    - (7a) Which AFTERNOON of the week is MOST IMPORTANT for your library to be open?
    - (8a) Which MORNING of the week is MOST IMPORTANT for your library to be open?

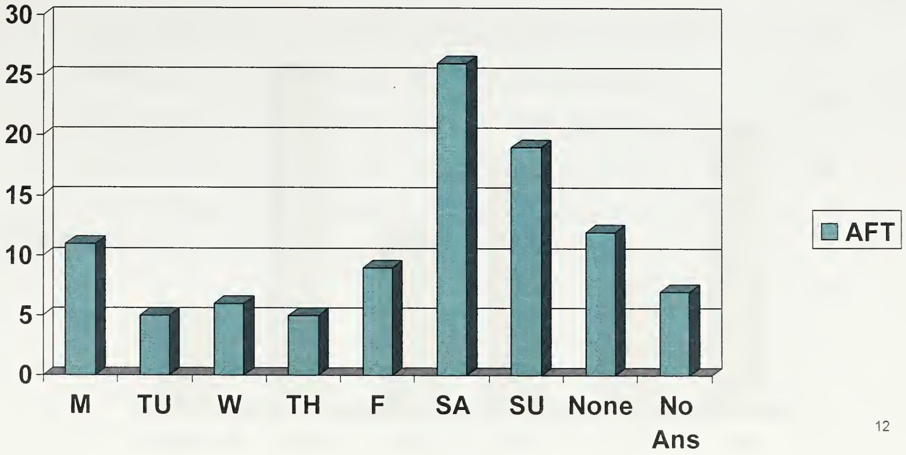
Expanded Operating Hours Plan Background

- Survey & Results
  - Most important evening



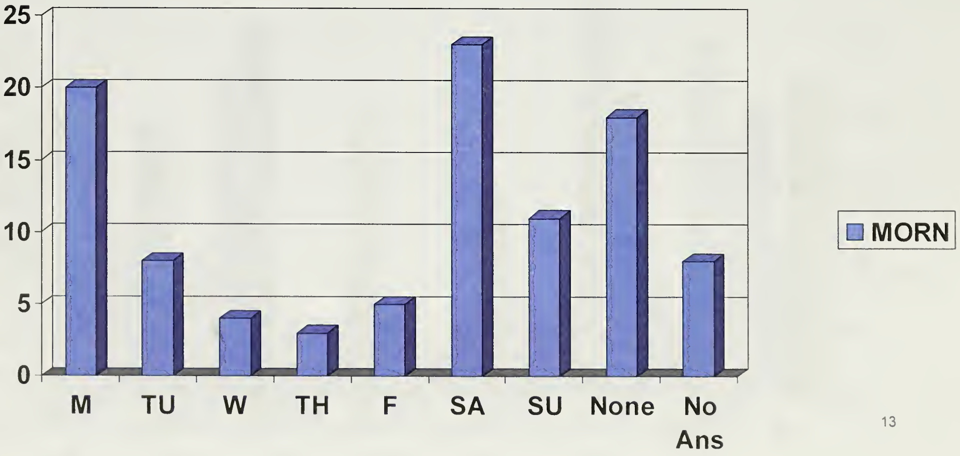
Expanded Operating Hours Plan Background

- Survey & Results
  - Most important afternoon



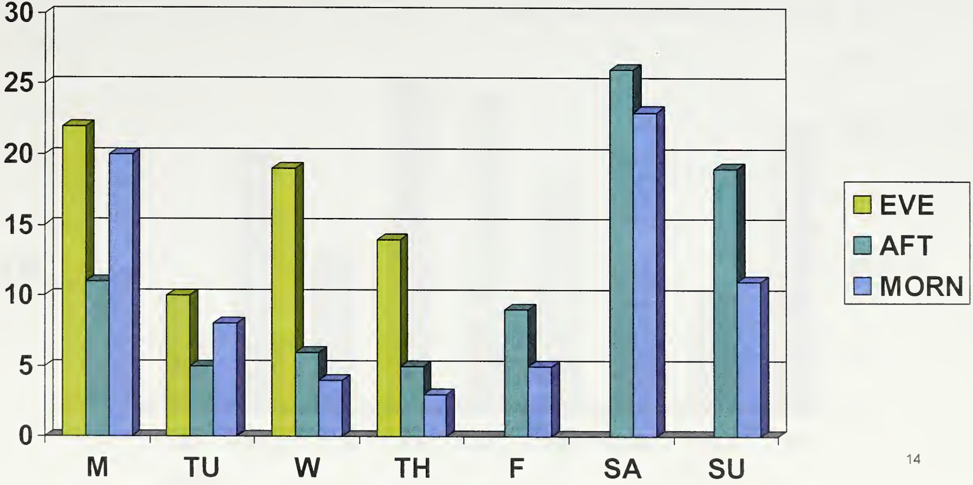
Expanded Operating Hours Plan Background

- Survey & Results
  - Most important morning



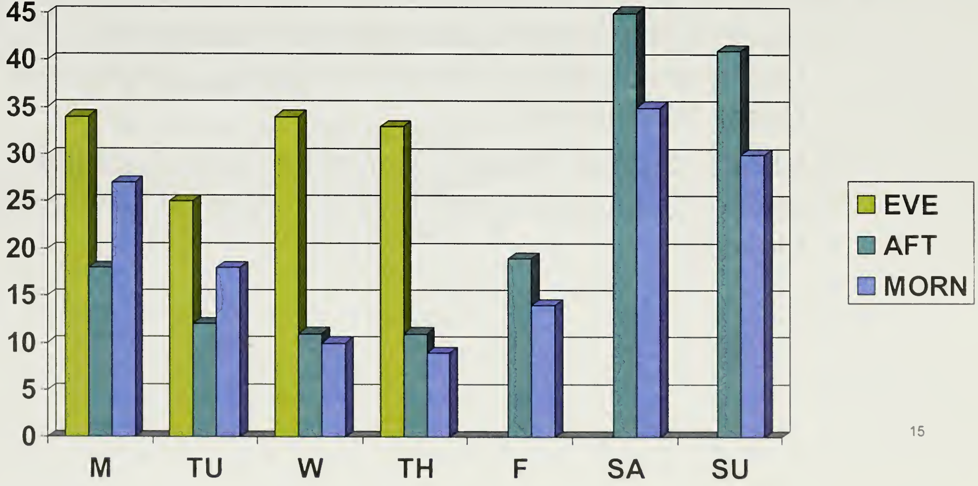
Expanded Operating Hours Plan Background

- Survey & Results (combined “Most Important”)



Expanded Operating Hours Plan Background

- Survey & Results (combined "Most Important" and "Second Most Important")



Expanded Operating Hours Plan Background

- Resolutions
  - January 2007
    - Board of Supervisors pass resolution asking the Library to add days of service on Sunday, singling out Ocean View branch
    - Library Citizens' Advisory Committee pass resolution asking the Library to add days of service on Sunday or Monday

Expanded Operating Hours Plan Background

- Comparison with Peer Libraries
  - Library systems with comparable service population / service area size
    - # of branches
    - # and % weekdays open
    - # and % Saturdays open
    - # and % Sundays open

Expanded Operating Hours Plan Background

Library	# Branches	% Open all Weekdays	% Open Saturdays	% Open Sundays
Boston	28	100%	93%	4%
Charlotte-Mecklenberg	24	100%	92%	29%
Chicago	79	100%	99%	4%
Denver	23	22%	91%	9%
Minneapolis	15	0%	100%	0%

Expanded Operating Hours Plan Background

Library	# Branches	% Open all Weekdays	% Open Saturdays	% Open Sundays
Multnomah (Portland, OR)	16	100%	100%	100%
San Antonio	23	83%	100%	61%
San Diego	37	100%	95%	35%
San Jose	18	100%	100%	44%
Seattle	27	100%	85%	56%

Expanded Operating Hours Plan Background

Library	# Branches	% Open all Weekdays	% Open Saturdays	% Open Sundays
Mean (Peer Libraries)	29	80%	95%	34%
Median (Peer Libraries)	23.5	100%	97%	32%
SFPL (Permanent Branch Hours + Main)	28	53% Closed Monday @ 12 branches	100%	29% Closed Sunday @ 19 branches
Variance (SFPL to Mean)	-	-27%	+5%	-5%

Expanded Operating Hours Plan Methodology

- Staff Workgroup
    - Membership
    - Charge
- Determining Budget Allotment
    - Identify Ideal Staffing levels per open hour
    - Calculations
    - Translate into positions
    - Translate into cost

Expanded Operating Hours Plan Methodology

- Staff Workgroup
  - Membership
    - Brian Bannon, Chief of Branches
    - Linda Brooks-Burton, Bayview Manager
    - Steve Cady, Acting North District Manager
    - Joan Goldman, East District Manager
    - Ofelia Moran, Mission Circulation Supervisor
    - Denise Sanderson, Glen Park Manager & Anza Librarian
    - Vicki Susoev, Excelsior Circulation Supervisor
  - Charge
    - Make key recommendations to the Library regarding criteria, staffing and locations for added operating hours.

Expanded Operating Hours Plan Methodology

- Determining Budget Allotment
  - Identify Ideal Staffing Levels Per Open Hour
    - Medium branch
      - 2 Librarians
      - 1 Library Technical Assistant
      - 1.5 Library Assistant
      - 2 Library Page
    - Small branch
      - 2 Librarians (1.5 in very small branches)
      - 1 Library Technical Assistant
      - 1 Library Assistant
      - 1.5 Library Page

Expanded Operating Hours Plan Methodology

- Determining Budget Allotment
  - Calculations
    - Number of staff hours needed per classification per added 8 hour day to provide public services
    - Annualize number of staff hours per classification per added day per year
      - FTE per classification
    - Include essential support positions – Custodial, Engineering, Information Technology

Expanded Operating Hours Plan Methodology

- Determining Budget Allotment
  - Translate into positions
    - DHR rules do not allow adding partial position hours to existing positions on a permanent basis
    - Standard new positions are 20 or 40 hours per week
      - New positions must be .5 or 1.0 FTE
    - Evening hours any day (past 5) = night pay premium
    - Fulltime staff who work Sunday either:
      - Receive overtime pay (3602, 3610, & 3616 classifications)
      - Accrue 1 ½ compensatory time (3630 classification)

Expanded Operating Hours Plan Methodology

- Determining Budget Allotment
  - Translate into positions for added day at six branch locations
    - 2.5 FTE 3630 Librarian
    - 1.5 FTE 3616 Library Technical Assistant
    - 1.5 FTE 3610 Library Assistant
    - 2.0 FTE 3602 Library Page
    - 1.0 FTE 7334 Stationary Engineer
    - .75 FTE 2708 Custodian
    - .75 FTE 1042 IT Network Administrator

Expanded Operating Hours Plan Methodology

- Determining Budget Allotment
  - Translate into cost
    - Apply wages per classification to FTE
    - Add benefits (average rate of 35% above wages)
    - Include increment for added utilities, maintenance contracts, and supplies
    - Cost (4 branches) 2006/2007 = $575,500
    - Cost (2 additional branches) 2007/08 = $270,500
    - Total ongoing cost = $846,000

Expanded Operating Hours Plan Criteria & Data

- Possible goals of adding open hours
- SFPL goals for adding open hours 2007/08
- Review of data

Expanded Operating Hours Plan Criteria & Data

- Possible goals of adding open hours
  - Provide more hours to branches that demonstrate highest current use
  - Equalize services across the city
  - Respond to community need

Expanded Operating Hours Plan Criteria & Data

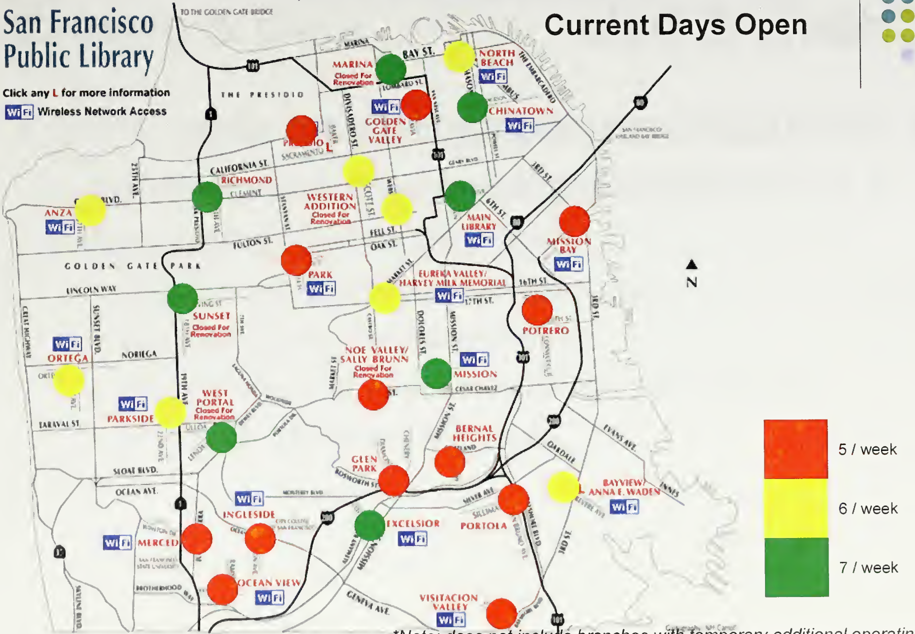
- SFPL goals for adding open hours 2007/08
  - Equalize services across the city, and
  - Respond to community need
    - Geographic distribution of open days
    - Services to children and teens
    - Support for and relationships with area schools
    - Access in underserved areas

Expanded Operating Hours Plan Criteria & Data

- Geographic distribution of open days
  - Current Operating Hours

Expanded Operating Hours Plan

Current Days Open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THE PRESIDIO
MARINA
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CHINATOWN
GOLDEN GATE VALLEY
PRESIDIO
RICHMOND
WESTERN ADDITION
Closed For Renovation
MAIN LIBRARY
MISSION BAY
ANZA
GOLDEN GATE PARK
PARK
EUREKA VALLEY/ HARVEY MILK MEMORIAL
SUNSET
Closed For Renovation
POTRERO
ORTEGA
NOE VALLEY/ SALLY BRUNN
Closed For Renovation
MISSION
PARKSIDE
WEST PORTAL
Closed For Renovation
BERNAL HEIGHTS
GLEN PARK
INGLESIDE
MERCED
EXCELSIOR
PORTOLA
BAYVIEW/ ANNA E. WADEN
OCEAN VIEW
VISITACION VALLEY
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🟨 6 / week
🟩 7 / week

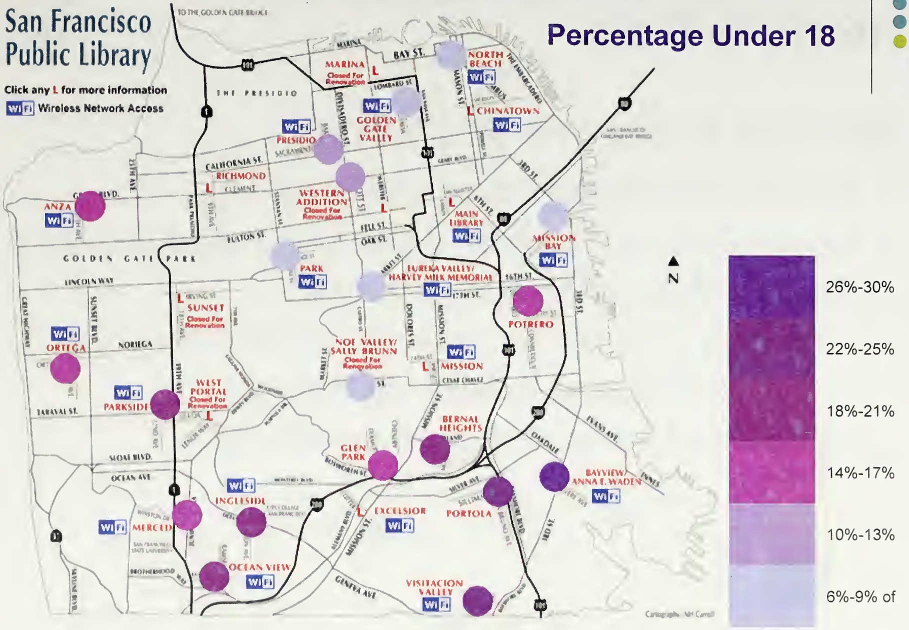
*Note: does not include branches with temporary additional operating hours

Expanded Operating Hours Plan Criteria & Data

- Services to children and teens
  - Percentage of population under 18
  - Department of Children, Youth and their Families (DCYF) Index of Need – includes:
    - SF Dept of Human Services CALWORKS SNAPSHOT
    - Juvenile Probation Department Referrals
    - SF Unified School District Graduation Rates

Expanded Operating Hours Plan

Percentage Under 18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SUNSET Closed For Renovation
POTRERO
NOE VALLEY/ SALLY BRUNN Closed for Renovation
MISSION
ORTEGA
WEST PORTAL Closed For Renovation
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BERNAL HEIGHTS
GLEN PARK
BAYVIEW/ ANNA E. WADEN
INGLESIDE
EXCELSIOR
PORTOLA
MERCED
OCEAN VIEW
VISITACION VALLEY
N
26%-30%
22%-25%
18%-21%
14%-17%
10%-13%
6%-9% of

Source: 2000 Census

Expanded Operating Hours Plan

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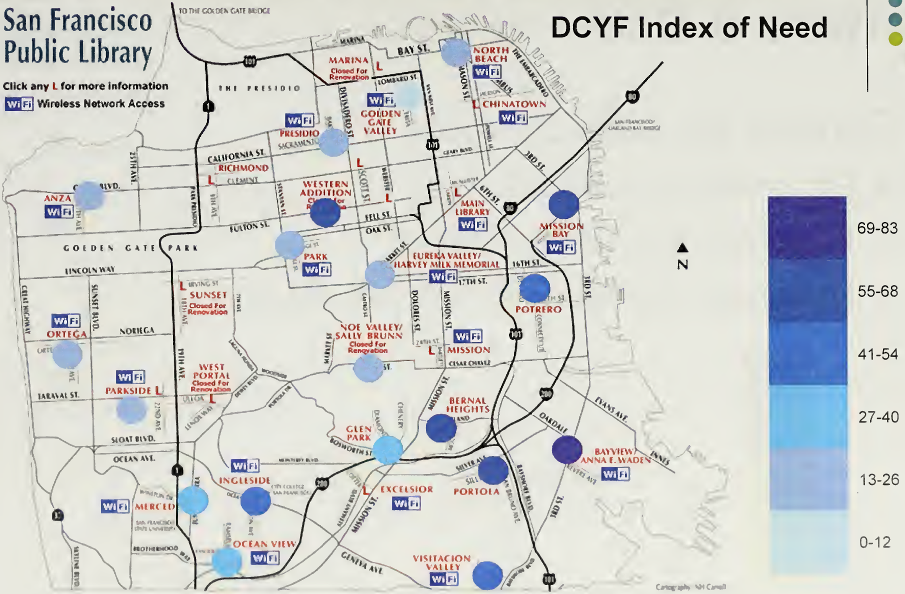
DCYF Index of Need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THE PRESIDIO
MARINA
Closed For Renovation
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NORTH BEACH
THE EMBARCADERO
LOMBARD ST
MASON ST.
CHINATOWN
GOLDEN GATE VALLEY
PRESIDIO
DIVISADERO ST.
SACRAMENTO
CALIFORNIA ST.
RICHMOND
CLEMENT
25TH AVE.
ANZA
WESTERN ADDITION
Closed for Renovation
SCOTT ST.
WEBSTER
FELL ST.
OAK ST.
FULTON ST.
PARK PRESIDIO
STANYAN ST.
GEARY BLVD.
3RD ST.
6TH ST.
MAIN LIBRARY
SAN FRANCISCO/OAKLAND BAY BRIDGE
MISSION BAY
GOLDEN GATE PARK
PARK
LINCOLN WAY
EUREKA VALLEY/HARVEY MILK MEMORIAL
16TH ST.
17TH ST.
MARKET ST.
POTRERO
IRVING ST
SUNSET
Closed For Renovation
19TH AVE.
GREAT HIGHWAY
SUNSET BLVD.
ORTEGA
NORIEGA
CASTRO ST.
DOLORES ST.
MISSION ST.
NOE VALLEY/SALLY BRUNN
Closed For Renovation
MISSION
CESAR CHAVEZ
WEST PORTAL
Closed for Renovation
PARKSIDE
TARAVAL ST.
22ND AVE.
ULLOA
SLOAT BLVD.
OCEAN AVE.
BERNAL HEIGHTS
GLEN PARK
BOSWORTH ST
CHENERY
DIAMOND
EVANS AVE.
OAKDALE
BAYVIEW/ANNA E. WADEN
INNES
3RD ST.
INGLESIDE
EXCELSIOR
PORTOLA
SAN BRUNO AVE.
BAYSHORE BLVD.
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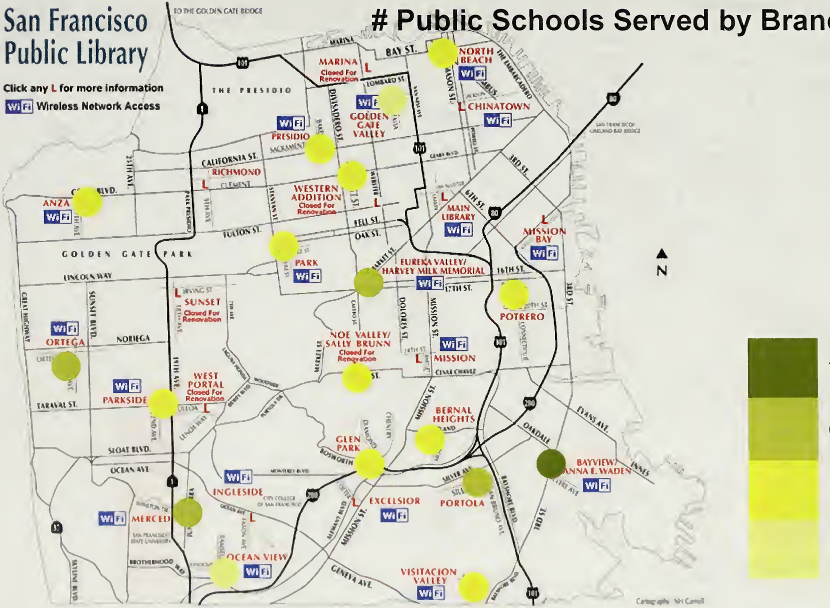
Source: *Department of Children, Youth and Their Families, Children's Services Allocation Plan, 2007-2010, Appendix F*

Expanded Operating Hours Plan Criteria & Data

- Support for Area Schools
  - Proximity to public schools
  - Proximity to private schools
  - Proximity to public and private schools

Expanding Operating Hours Plan

Public Schools Served by Branch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POTRERO
SUNSET Closed For Renovation
ORTEGA
NOE VALLEY/ SALLY BRUNN Closed For Renovation
MISSION
WEST PORTAL Closed For Renovation
PARKSIDE
BERNAL HEIGHTS
GLEN PARK
BAYVIEW/ ANNA E. WADEN
INGLESIDE
EXCELSIOR
PORTOLA
MERCED
OCEAN VIEW
VISITACION VALLEY
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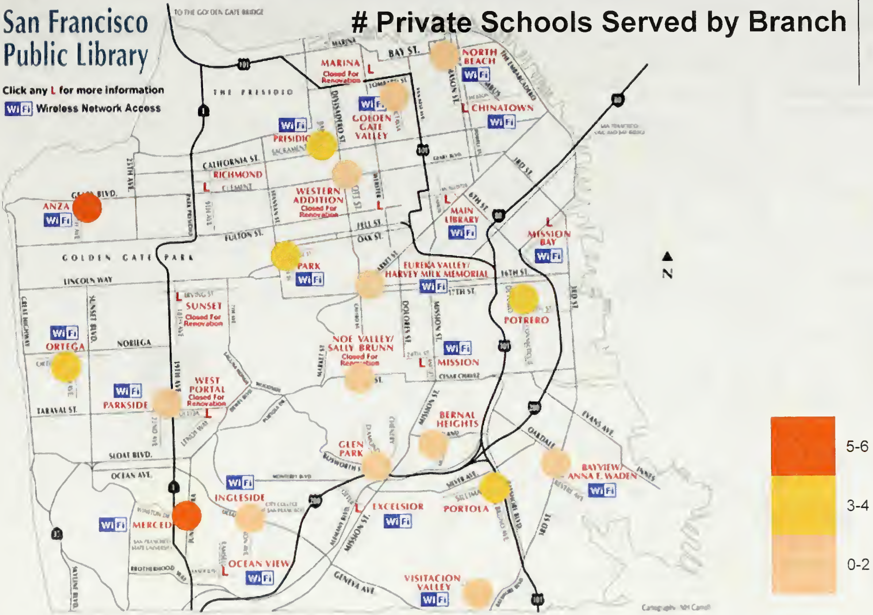
Cartography: NH Carroll

Expanded Operating Hours Plan

Private Schools Served by Branch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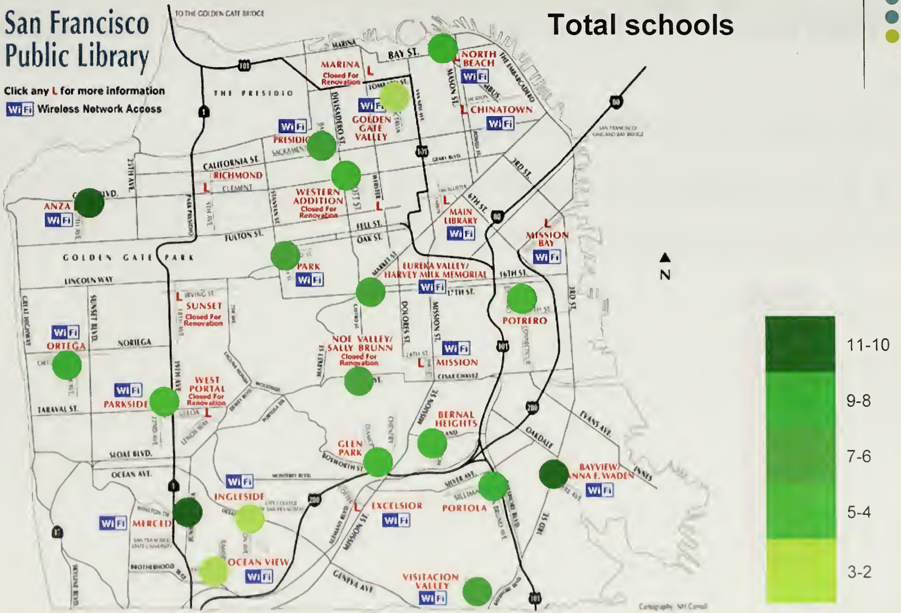
SUNSET Closed For Renovation
POTRERO
ORTEGA
NOE VALLEY/ SALLY BRUNN Closed For Renovation
MISSION
PARKSIDE
WEST PORTAL Closed For Renovation
BERNAL HEIGHTS
GLEN PARK
BAYVIEW/ ANNA E. WADEN
INGLESIDE
EXCELSIOR
PORTOLA
MERCED
OCEAN VIEW
VISITACION VALLEY
N
5-6
3-4
0-2

Expanded Operating Hours Plan

Total schools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THE PRESIDIO
GOLDEN GATE PARK
MARINA Closed For Renovation
NORTH BEACH
CHINATOWN
GOLDEN GATE VALLEY
PRESIDIO
RICHMOND
WESTERN ADDITION Closed For Renovation
ANZA
MAIN LIBRARY
MISSION BAY
PARK
EUREKA VALLEY/ HARVEY MILK MEMORIAL
SUNSET Closed For Renovation
ORTEGA
NOE VALLEY/ SALLY BRUNN Closed for Renovation
MISSION
POTRERO
PARKSIDE
WEST PORTAL Closed For Renovation
BERNAL HEIGHTS
GLEN PARK
INGLESIDE
MERCED
EXCELSIOR
PORTOLA
BAYVIEW/ ANNA E. WADEN
OCEAN VIEW
VISITACION VALLEY
BAY ST.
MASON ST.
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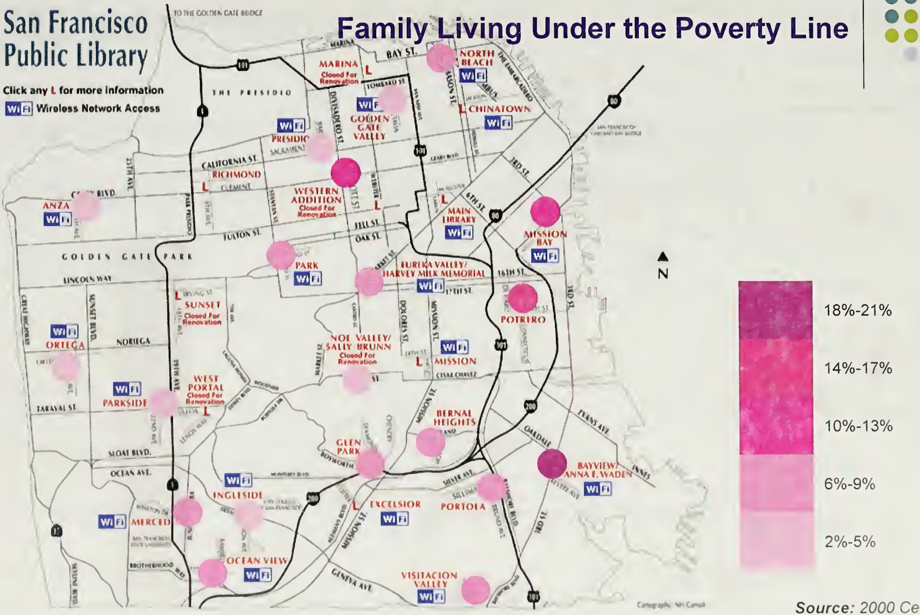
FULTON ST.
LINCOLN WAY
NORIEGA
TARAVAL ST.
SLOAT BLVD.
OCEAN AVE.
SUNSET BLVD.
GREAT HIGHWAY
FELL ST.
OAK ST.
DOLORES ST.
MISSION ST.
16TH ST.
17TH ST.
3RD ST.
6TH ST.
OAKDALE
EVANS AVE.
GENEVA AVE
N
11-10
9-8
7-6
5-4
3-2
Cartography: NH Carroll

Expanded Operating Hours Plan Criteria & Data

- Access in underserved areas
    - Percentage living below the poverty line
    - Total population (density)

Expanded Operating Hours Plan

Family Living Under the Poverty Line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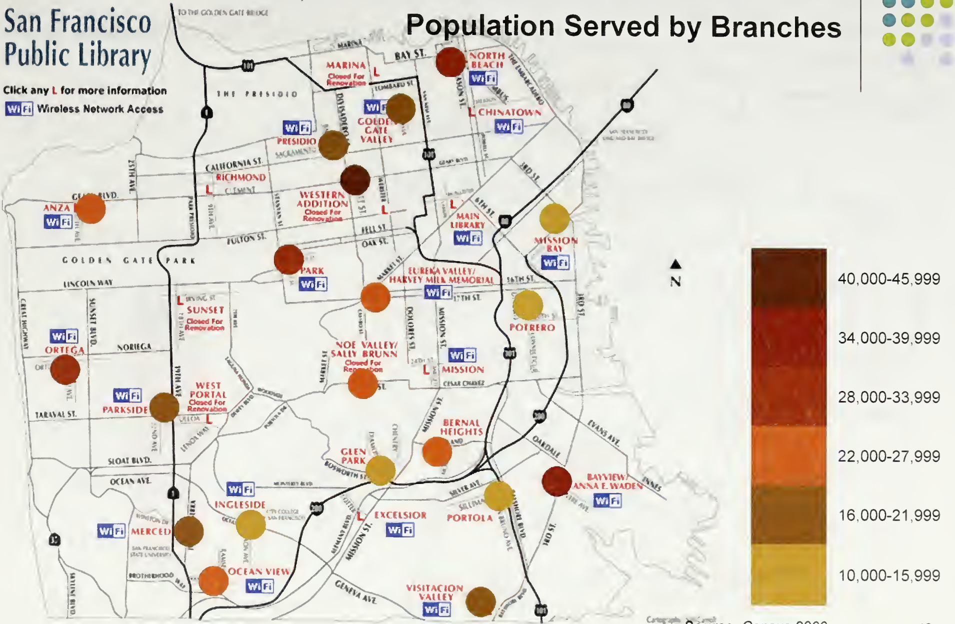
NORIEGA
TARAVAL ST.
SLOAT BLVD.
OCEAN AVE.
16TH ST.
3RD ST.
GENEVA AVE.
N
18%-21%
14%-17%
10%-13%
6%-9%
2%-5%

Source: 2000 Census

Expanded Operating Hours Plan

Population Served by Branches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BAYVIEW/ ANNA E. WADEN
INGLESIDE
EXCELSIOR
PORTOLA
MERCED
OCEAN VIEW
VISITACION VALLEY
N
40,000-45,999
34,000-39,999
28,000-33,999
22,000-27,999
16,000-21,999
10,000-15,999

Source: *Census 2000*

Expanded Operating Hours Plan Recommendations

- Assessment of days of week for service
- Priority branches (based on criteria)
- Options
- Next Steps

Expanded Operating Hours Plan Recommendations

- Assessment of days of week for service
  - Main and 7 branches open all days of the week
  - 20 branches closed on Sunday
  - 13 of those branches ALSO closed on Monday

Expanded Operating Hours Plan Recommendations

- Assessment of days of week for service
  - SUNDAY
    - Provides access to users who are not able to come to library during weekdays or Saturdays
    - Provides opportunities for programs (SAT, computers)
    - Homework help for students
    - Gives more opportunities for family visits (all age groups)
    - Received high ratings as “Most Important” branch to be open during the afternoon (19%) in user survey
    - Received high ratings as “Second Most Important” branch to be open during afternoons (22%) and mornings (19%)
    - Recommended by BOS Resolution dated 1/30/07

Expanded Operating Hours Plan Recommendations

- Assessment of days of week for service
  - MONDAY
    - Service to children after-school in areas of critical need
    - School relationships, visits and programming during the day
    - Access and programming for young children in childcare during weekday
    - Popular day for business community, commuter population, and secondary school students
    - Received high ratings as “Most Important” branch to be open Evenings (22%) and Mornings (20%) in user survey
    - Recommended by SFPL staff in response to community needs and demand

Expanded Operating Hours Plan Recommendations

- Assessment of days of week for service
- Priority Branches (based on criteria)

Expanded Operating Hours Plan Recommendations

- Priority Branches (based on criteria)
  - Bayview (already 6 days)
  - Bernal Heights – closing 2007
  - Glen Park – opening 2007
  - Ingleside
  - Merced
  - Mission Bay
  - Ocean View
  - Portola
  - Potrero – closing 2007
  - Visitacion Valley
  - Western Addition (already 6 days) – closed 2007/08

Expanded Operating Hours Plan Recommendations

- Priority Branches
  - Ingleside
  - Merced
  - Mission Bay
  - Ocean View
  - Portola
  - Visitacion Valley

Expanded Operating Hours Plan Recommendations

- Assessment of days of week for service
- Priority Branches (based on criteria)
- Options

Expanded Operating Hours Plan Recommendations

- Option A
  - Additional day of service on SUNDAY at:
    - Ingleside
    - Mission Bay
    - Portola
  - Additional day of service on MONDAY at:
    - Merced
    - Ocean View
    - Visitacion Valley

Expanded Operating Hours Plan Recommendations

- Option A benefits:
  - Increases service hours where most needed in Southeast and Southwest corners of city
  - Provides Sunday hours for users who cannot access library during weekdays
  - Provides access to kids after-school on Mondays in communities where this service is essential
  - Creates opportunities for more school visits and children's programming during weekdays
  - Efficient use of staff through branch pairings

Expanded Operating Hours Plan Recommendations

- Option B
  - Additional day of service on SUNDAY at:
    - Merced
    - Mission Bay
    - Portola
    - Ingleside
  - Additional day of service on MONDAY at:
    - Ocean View
    - Visitacion Valley

Expanded Operating Hours Plan Recommendations

- Option B benefits:
  - Increases service hours where most needed in Southeast and Southwest corners of city
  - Provides Sunday hours for users who cannot access library during weekdays
  - Provides access to kids after-school on Mondays in communities where this service is essential
  - Creates opportunities for more school visits and children’s programming during weekdays
  - Efficient use of staff through branch pairings

Expanded Operating Hours Plan Recommendations

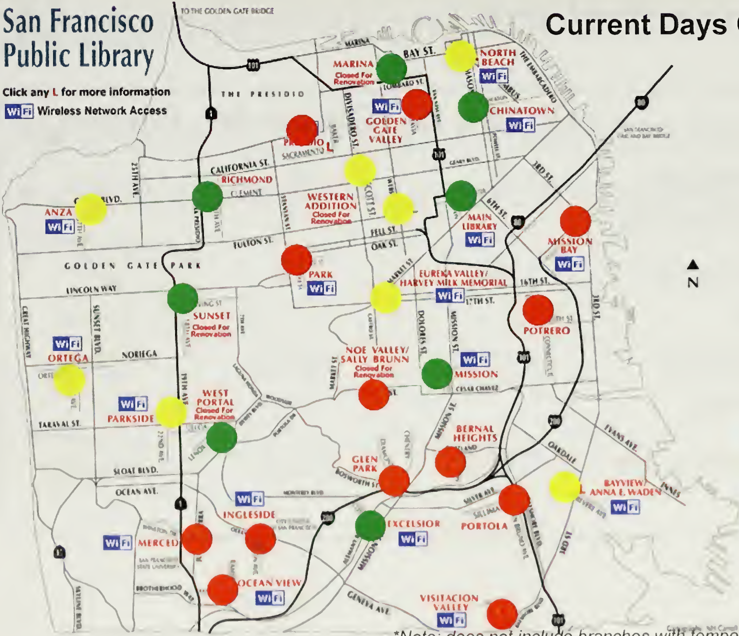
- Option C
  - Additional day of service on SUNDAY at:
    - Ingleside
    - Merced
    - Mission Bay
    - Ocean View
    - Portola
    - Visitacion Valley

Expanded Operating Hours Plan Recommendations

- Option C benefits:
  - Increases service hours where most needed in South east and South west corners of city
  - Provides more Sunday hours for users who cannot access library during weekdays

Expanded Operating Hours Plan

Current Days Open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BAYVIEW/ ANNA E. WADEN
INGLESIDE
EXCELSIOR
PORTOLA
MERCED
OCEAN VIEW
VISITACION VALLEY
N

🟥 5 / week

🟨 6 / week

🟩 7 / week

*Note: does not include branches with temporary additional operating hours

Expanded Operating Hours Plan Recommendations

	Option A	Option B	Option C
# Branches w/ Added day per wk	6	6	6
# Added hrs per week	36	32	24
Annualized # Added Hrs	1872	1664	1248
Cost per Added Hr	$452	$508	$678

Expanded Operating Hours Plan Recommendations

- Assessment of days of week for service
- Priority branches (based on criteria)
- Options
- Next Steps

Expanded Operating Hours Plan Recommendations

- Next steps
  - Commission discussion
    - Further information and/or decision
  - Request BOS Budget & Finance Committee to release FY 2006/07 funds
  - Staff work group continues efforts
    - Work with selected sites to develop staffing plan, schedules, begin hiring
  - Select implementation date
  - Communication with staff and public; outreach

Bond Program Manager's Reports

BRANCH LIBRARY
IMPROVEMENT PROGRAM

Library Commission
March 15, 2007

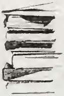
Bond Program Manager's Reports

BRANCH LIBRARY
IMPROVEMENT PROGRAM

Informational Presentations –
None

Regular Reports –
Budget, Schedule, Active Projects,
Construction, Community Outreach

Special Reports –
None



Regular Reports

Budget
Schedule
Active Projects
Construction
Community Outreach

Budget Report

10-10-01 Baseline Project Budgets & Reserve established
11-15-01 GPA increased $88,000
01-17-02 Increased Reserve (reduced all projects 5%)
05-16-02 Public Art Program funded from RIC, ING, POR, VVA, MBA, GPA ($302,000)
06-20-02 MBA increased $653,000
12-20-02 ING increased $455,000
02-20-03 Friends commitment increased to $16M
04-17-03 VVA increased $716,000
06-26-03 DRE increased $115,281
10-16-03 Transferred Moving Budgets to SSF & EXC
02-19-04 Added Library Preservation Funds FY03/04 $500k
12-06-04 WPO increased $650,000
01-06-05 Increased RIC, ING, POR, NBE, GPA, PAR, PRE, SUN; included Prop 14 revenues
05-05-05 NVA increased $672,818
09-15-05 Transferred Moving Budgets to MBA, EXC, MAR, NVA, SUN, RIC, WPO, WSA;
increased Public Art Program $60K from RIC, POT
01-19-06 NVA increased $825,000
07-20-06 WSA increased $997,000; GPA increased $597,200
08-17-06 RIC increased $2,582,358; ING increased $493,145
03-01-07 RIC ING BHE POT POR EVA ANZ PAR PRE VVA increased,
BAY NBE ORT MER GGV decreased, per BLIP report
TODAY no changes

Schedule Report

10-10-01 Baseline Project Schedules established
12-20-01 Revised GPA per Developer's schedule
01-17-02 Issued detailed schedules for Phases 1-2
02-21-02 Revised for Prop 14 strategy; Revised MBA per Developer's schedule
03-21-02 Issued detailed schedules all phases
04-18-02 Revised for Prop 14 strategy
06-20-02 Adjusted for geographic distribution of closed facilities
04-17-03 Revised for Prop 14 strategy; Revised MBA & GPA per Developers' schedules
02-19-04 Various changes per memo dated 2/17/04
01-06-05 Various changes to accommodate Prop 14 requirements,
community outreach and additional cost estimates
02-03-05 Revised EVA to accommodate alternative proposal
05-05-05 Revised NVA for design revisions
03-16-06 Revised BHE to accommodate alternative proposal
03-01-07 Revised RIC ING BHE POT POR EVA ANZ PAR PRE VVA
BAY NBE ORT MER GGV per BLIP report
TODAY no changes

Active Projects Reports

New Construction

- Glen Park
  - Shell: Property acquisition complete
  - Interior: Construction start 11/06
- Portola
  - Bid Phase
  - Next- Advertise
- Ingleside
  - Construction Document Phase
  - Next- Send 100% CD submittal to State

Active Projects Reports
Renovations

- Presidio Retaining Wall
  Construction start 04/06
- West Portal
  Construction start 3/05
- Sunset
  Construction start 11/05
- Marina
  Construction start 10/05

Active Projects Reports
Renovations

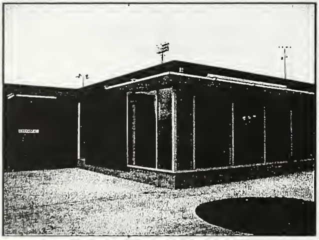
- Noe Valley
  Construction start 05/06
- Western Addition
  Construction start 10/06
- Richmond
  Bid Phase – bid rejected
  Award to ISEC in process
  Next – Close, move out, abate

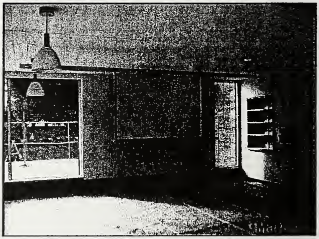
Active Projects Reports
Renovations

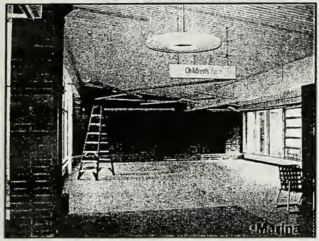
- Potrero
  Construction Document Phase
  Next – 50% CD submittal
- Eureka Valley
  Design Development Phase - Schedule
  Next – 100% DD submittal
- Bernal Heights
  Design Development Phase
  Next – 100% DD submittal

Construction Reports

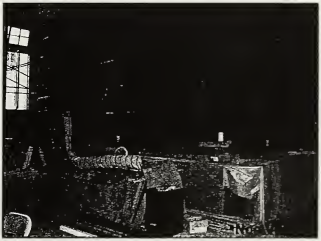
- Presidio Retaining Wall
- Sunset
- West Portal
- Marina
- Glen Park
- Noe Valley
- Western Addition

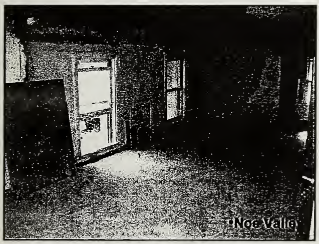




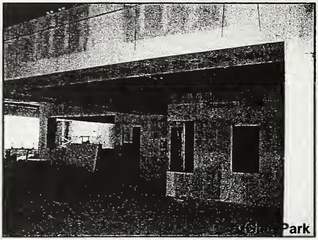

Children's Area
•Marina

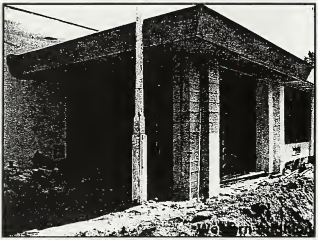
•Marina


•Noe

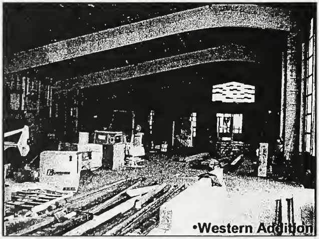

•Noe Valley

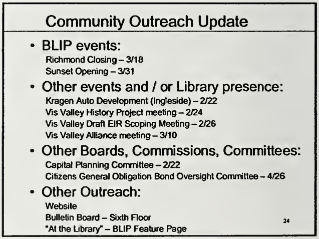
•Noe Valley




Western Addition

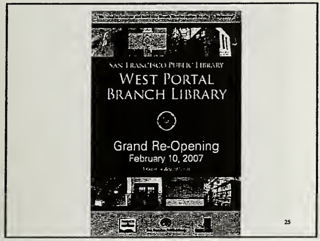
Western Addition


•Western Addition



Community Outreach Update

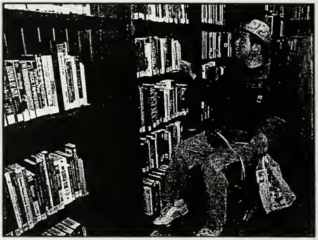
- BLIP events:
  - Richmond Closing – 3/18
  - Sunset Opening – 3/31
- Other events and / or Library presence:
  - Kragen Auto Development (Ingleside) – 2/22
  - Vis Valley History Project meeting – 2/24
  - Vis Valley Draft EIR Scoping Meeting – 2/26
  - Vis Valley Alliance meeting – 3/10
- Other Boards, Commissions, Committees:
  - Capital Planning Committee – 2/22
  - Citizens General Obligation Bond Oversight Committee – 4/26
- Other Outreach:
  - Website
  - Bulletin Board – Sixth Floor
  - "At the Library" – BLIP Feature Page



SAN FRANCISCO PUBLIC LIBRARY

WEST PORTAL
BRANCH LIBRARY

Grand Re-Opening
February 10, 2007



Jackson
Braun
The Cat
Who Had
60
Whiskers

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
March 15, 2007

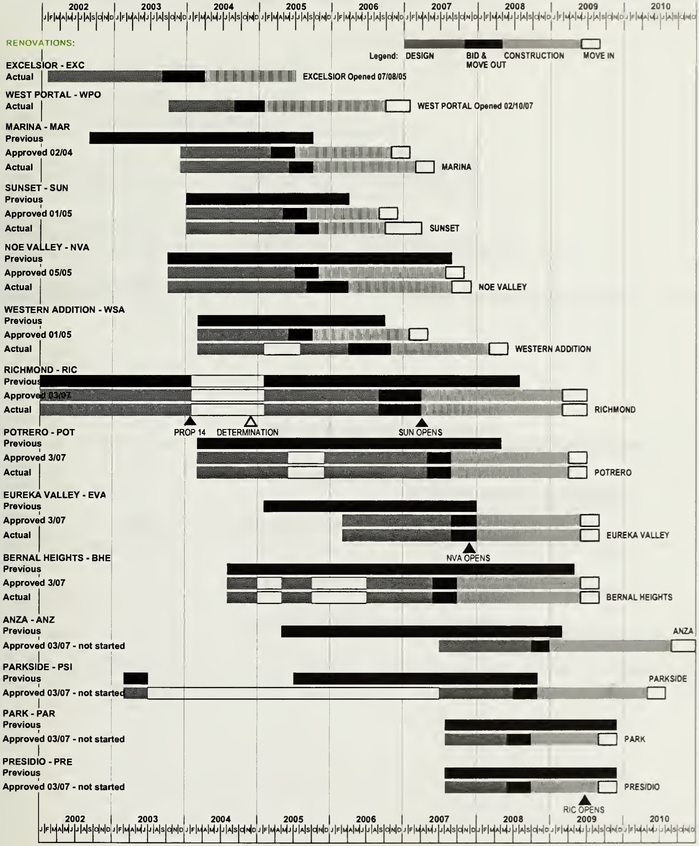
	BUDGET		REVENUE					EXPENDITURES/ENCUMBRANCES	
			FUND STRATEGY						
Branch	Baseline Budget (10/01)	Approved Budget (03/07)	City Prop. A Bonds	State Prop. 14 Grants	Other Funds		Total All Sources	Actual 28-Feb-07 B	New This Month
Site Acquisitions & New Construction									
Glen Park	4,570,000	5,478,200	4,681,000		797,200	(4,5)	5,478,200	4,916,000	270,835
Ingleside	4,570,000	6,755,000	2,795,277	3,466,578	493,145	(4)	6,755,000	2,637,342	(16,020)
Mission Bay	3,350,000	3,967,000	3,965,344		1,656	(4)	3,967,000	3,790,167	6,996
Portola	4,570,000	6,060,500	5,629,980		430,520	(5)	6,060,500	1,912,385	1,255
Visitacion Valley	5,320,000	11,400,000	11,342,000		58,000	(6)	11,400,000	2,342,073	-
Support Services	9,080,000	8,946,342	8,876,000		70,342	(6)	8,946,342	8,852,224	(1,023)
SUBTOTAL	*31,460,000*	*42,607,042*	*37,289,601*	*3,466,578*	*1,850,863*		*42,607,042*	*24,450,191*	*262,043*
Renovations									
Anza	4,740,000	6,325,000	6,325,000		-		6,325,000	9,867	
Bayview	3,820,000	770,000	770,000		-		770,000	18,690	
Bernal Heights	5,350,000	5,695,000	5,695,000		-		5,695,000	361,948	2,352
Eureka Valley	4,580,000	5,370,000	5,370,000		-		5,370,000	212,051	2,509
Excelsior	3,820,000	3,655,648	3,655,648		-		3,655,648	3,594,441	-
Golden Gate Valley	5,340,000	-	-		-		-		
Marina	4,110,000	3,924,500	3,924,500		-		3,924,500	3,713,465	16,111
Merced	4,200,000	50,000	50,000		-		50,000	41,340	
Noe Valley	4,410,000	5,707,318	5,698,818		8,500	(4)	5,707,318	4,886,305	12,579
North Beach	3,460,000	100,000	100,000		-	(5)	100,000	118	
Ortega	3,560,000	880,000	880,000		-		880,000	130,251	-
Park	1,310,000	1,565,000	1,499,500		65,500	(5)	1,565,000		
Parkside	2,880,000	4,907,000	4,907,000		-		4,907,000	89,595	
Potrero	4,230,000	4,470,000	4,470,000		-		4,470,000	446,447	53,755
Presidio	1,530,000	2,375,000	2,298,500		76,500	(5)	2,375,000	507,638	-
Richmond	7,630,000	13,711,500	2,767,506	5,485,036	5,458,958	(2,4)	13,711,500	1,810,253	31,316
Sunset	1,490,000	1,510,000	1,425,500		84,500	(4,5)	1,510,000	1,383,424	4,185
West Portal	4,110,000	4,574,500	4,574,500		-		4,574,500	4,453,157	58
Western Addition	3,430,000	4,275,500	3,278,500	-	997,000	(4,5)	4,275,500	3,443,352	52,651
SUBTOTAL	*74,000,000*	*69,865,966*	*57,689,972*	*5,485,036*	*6,690,958*		*69,865,966*	*25,102,342*	*175,516*
Program-Wide Services & Costs									
Library Program Costs	800,000	1,030,000	1,030,000				1,030,000	602,173	8
Program Consultants	750,000	1,165,000	1,165,000				1,165,000	857,984	
City Program Management	3,600,000	6,000,000	6,000,000				6,000,000	2,556,240	59,148
Real Estate Dept	120,000	235,281	235,281				235,281	235,281	
Art Enrichment Program		362,000	292,000		70,000	(4)	362,000	255,513	34
Moving & Interim Services	4,360,000	811,752	711,752		100,000	(4)	811,752	454,420	1
Furniture & Equipment Reserv	15,000,000	16,000,000	-	759,170	15,240,830	(3)	16,000,000		
Bond Financing Costs	1,500,000	750,000	750,000				750,000	344,227	
Program Reserve	1,675,000	2,100,566	701,394		1,399,172	(3,4,5)	2,100,566		
SUBTOTAL	*27,805,000*	*28,454,599*	*10,885,427*	*759,170*	*16,810,002*		*28,454,599*	*5,305,838*	*59,191*
TOTAL	**133,265,000**	**140,927,607**	**105,865,000**	**9,710,784**	**25,351,823**		**140,927,607**	**54,858,371**	**496,750**

(1) Prop. 14 State Grants ($9,710,784)
(2) Earthquake Safety Program funds remaining for Branch Libraries ($2,400,000)
(3) Private donations from Friends of the Library ($16,000,000)
(4) Library Preservation Fund appropriations ($500,000; $650,000; $4,000,000)
(5) Bond interest proceeds appropriated ($1,673,481)
(6) Rents received & appropriated ($128,342)

Branch Library Improvement Program - Current Schedule Report

Last Approved March 1, 2007

Presented at Commission Meeting March 15, 2007



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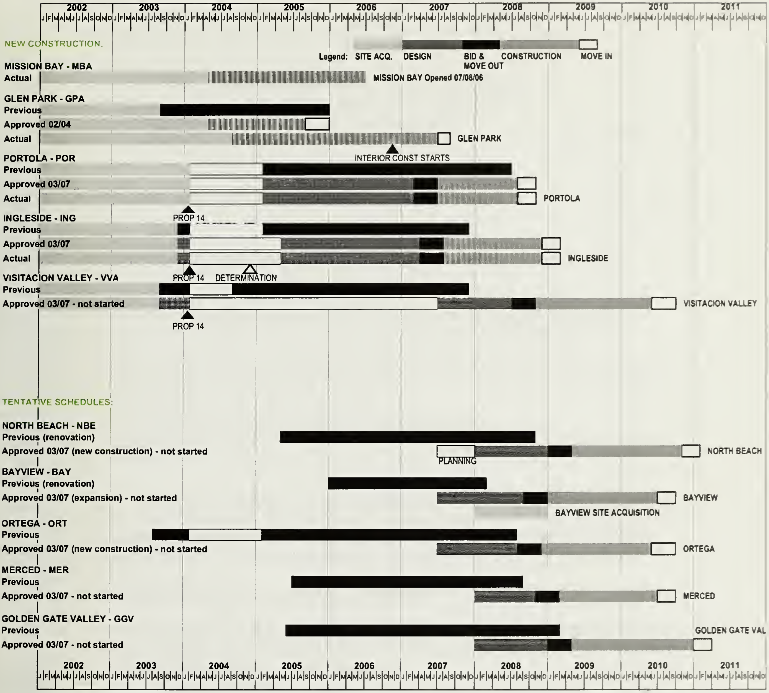
Last Approved March 1, 2007

Presented at Commission Meeting March 15, 2007



San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

(as amended and approved at the regular meeting of May 3 2007)

The San Francisco Public Library Commission held a regular meeting on Thursday, March 15, 2007, in the Koret Auditorium, Main Library.

Vice President Coulter called the meeting to order at 4:36 pm and announced that President Higueras was excused.

Commissioners present: Chin, Coulter, Gomez, and Munson.
Commissioner Bautista arrived at 4:40 pm and Commissioner Kane arrived at 4:54 pm.

Vice President Coulter changed the order of the agenda requesting that Item No. 6 (Extended Library Service Hours) be heard prior to Item 4 with the rest of the agenda items to follow. He also stated that there was an item on the agenda (selecting a new Library Commission Secretary) with a time certain of 5 pm.

AGENDA ITEM NO. 1: PUBLIC COMMENT

An anonymous citizen spoke regarding the *San Francisco Examiner's* editorial that suggested that libraries should be shunted aside. He also made comments about former city librarian Ken Dowlin.

Peter Warfield also expressed concern about the Examiner editorial. He said citizens have funded and expect a first class library system.

Fran Martin on behalf of the Visitacion Valley Planning Alliance, wanted to thank the Library Commission for funding the proposed Visitacion Valley Branch Library. She explained that development fees will pay at least $1 million towards the construction of the new library. She indicated that the people supporting the reuse of the grocery store on the site do not understand that this will add costs and time to construction of the library at that site. She stated that the Mayor's office, Supervisor Maxwell and library staff have all supported new construction of the library.

AGENDA ITEM NO. 4 LIBRARY CITIZEN'S ADVISORY COMMITTEE (LCAC) REPORT

Daniel Weaver, Chair of LCAC gave an overview of the group's recommendations for 7/05-7/06 (attached). He will work with staff to explore solutions to some of the issues raised.

Sue Cauthen, Vice Chair of LCAC, said she was pleased the SFPL is still "A House of Books." She commented on a 2006 report on "Circulation by Material Type," that shows 57% of the items checked out are in the book categories, DVDs are next with 18%. She said she was concerned about the financial problems the BLIP is experiencing and felt an independent audit would be useful.

At 5:00 pm, Vice-President Coulter stated that public comment on this item would be heard after the next item which had a time certain notice.

AGENDA ITEM NO. 2. TIME CERTAIN 5PM: PUBLIC EMPLOYEE APPOINTMENT – SECRETARY, LIBRARY COMMISSION

Motion: by Commissioner Bautista, seconded by Commissioner Munson, that the Library Commission enter into closed session pursuant to California Government Code Section 54957(b)(1)) and San Francisco Administrative Code Section 67.10(b) – Personnel Matter-Public Employee Appointment-Secretary, Library Commission.

Action: AYE 6 – 0 (Aye: Bautista, Chin, Coulter, Kane, Gomez and Munson)

Commission Comment: Vice President Coulter estimated that the closed session would last no more than ten minutes.

Pursuant to California Government Code Section 54957. (b)(1) and San Francisco Administrative Code Section 67.10 (b) the San Francisco Public Library Commission entered into closed session at 5:02 PM.

At 5:12 PM the commission returned to open session with 6 members present: Commissioners Bautista, Chin, Coulter, Kane, Gomez and Munson.

Vice President Coulter stated that pursuant to California Government Code Section 54957.1a5 and San Francisco Administrative Code Section 67.12b4, that he was pleased to announce that negotiations with the top candidate for Library Commission Secretary were successful and that the commission appointed Sue Blackman as the new Library Commission Secretary. The motion was approved unanimously by the following vote: 6-0 Ayes: Bautista, Chin, Coulter, Kane, Gomez and Munson.

Motion: by Commissioner Munson, seconded by Commissioner Chin pursuant to San Francisco Administrative Code Section 67.12(a) to not disclose any portion of the discussion that took place in today's closed session. The motion was approved by the following vote 6-0 Aye: Bautista, Chin, Coulter, Kane, Gomez and Munson.

Vice President Coulter noted Ms. Blackman's presence in the audience and the Commission welcomed her on-board.

Vice President Coulter stated that the Commission would hear public comment on the Library Citizen's Advisory Committee's Report.

PUBLIC COMMENT - ITEM NO. 4 LIBRARY CITIZEN'S ADVISORY COMMITTEE (LCAC) REPORT:

An anonymous citizen stated he did not have any public comment on the LCAC report but he did want to note that the Commission did not take public comment on the closed session.

Peter Warfield, member of the LCAC, stated he was the first person appointed to the LCAC. He expressed concern about the Library of Congress making changes in the way it catalogues and that this may have a negative impact on public libraries. He stated that the LCAC requested that the Board of Supervisors express concern to the Library of Congress about this issue. He also mentioned another resolution, which was adopted prior LCAC's written report, opposing radio frequency identification resolution in the San Francisco Public Library.

Vice President Coulter stated that there were some excellent points in the report and asked the City Librarian to comment on how staff works with the LCAC.

City Librarian Luis Herrera stated that staff has a very good dialogue with LCAC and will continue to work with them to improve the library system.

Vice President Coulter thanked Daniel Weaver, Sue Cauthen and the LCAC for their hard work.

Vice President Coulter stated that at the beginning of the meeting he had requested the item on Extended Library Service Hours be moved up on the agenda.

Commissioner Kane said he does not believe we asked for public comment before we went into closed session and the Deputy City Attorney said she agreed.

Vice President Coulter asked if there was any public comment on the closed session item that was heard earlier. He specifically asked the anonymous citizen if he wanted to comment.

No member of the public came forward to comment.

AGENDA ITEM NO. 6 EXTENDED LIBRARY SERVICE HOURS

City Librarian Luis Herrera gave background on the item and stated that this would be a discussion item.

Deputy City Librarian Jill Bourne gave a PowerPoint presentation on the issues relating to extended library service hours (attached.) This included a survey of library patrons from 2004 and methodology of determining budget allotment.

Chief of Branches, Brian Bannon, continued with the PowerPoint presentation. He discussed the criteria and data used for the recommendations on extended library service hours.

Jill Bourne continued with the PowerPoint presentation and explained the staff recommendations, based on the previous information. She asked the Branch Managers from the different branches to comment on their services.

Dominic Scappaticci, Acting Manager of Ocean View Branch Library, speaking on behalf of Ocean View and Ingleside branches, spoke in support of the Ocean View Branch being open on Mondays and explained the after-school programs at that branch. He said that the Ingleside Branch serves many families and opening on Sundays would provide another family day at the branch. He also spoke regarding the benefits of shared staff among the branch libraries.

Sue Bizio, Manager of the Merced Branch Library, supports the extension of library service hours and stated that an extra open day will maximize the access to the collection and better serve students and the community.

Therese Cason, Manager of the Mission Bay Branch Library, spoke in support of opening that branch on Sundays because that would help them better serve the neighborhood community.

Wen Chin Chen, Manager of the Visitacion Valley Branch Library, spoke in support of adding Monday hours to the branch library to better serve the students and local organizations in the area.

Rosalind Chang, Manager of the Portola Branch Library, spoke in support of Sunday hours for the branch. During the time of the Excelsior branch renovation and closure, Portola was chosen as a substitute branch for Sundays. That day became very popular in the area.

Jill Bourne spoke regarding the difference in the options presented by staff and recommended that the item be brought back to the Commission at the next meeting for action.

Luis Herrera thanked staff for their presentation and spoke regarding the recommendations in the report and stated staff would like to phase in changes that are adopted by the Commission.

PUBLIC COMMENT: An anonymous citizen spoke regarding Prop E and the survey done by staff and declared that he had to sue to get that survey done and that's why the Commission had that information available to them. He said that the Commission should be asking the Board of Supervisors for additional funding so that the changes would not have to be phased in and could be done this year.

He said that he thought that people were lying to him and the Commission by manipulating the material presented.

Daniel Weaver, a resident of OMI, Ocean View, Merced and Ingleside spoke in support of the additional hours for the branch libraries.

Donna Bero, Friends of the Library, thanked staff for the report and attention to detail and time put into preparing the report. Friends of the Library support the plan.

Toni Bernardi, Chief of Children and Youth Services, spoke strongly in support of proposal A.

Peter Warfield said there was a lot of material to look over. He said that the report had omitted mention that the Board of Supervisors had recommended that branches be open on Sundays. He said that their understanding was that their preference was that the whole system be open on Sundays. Citizen preferences, he continued, have always been for weekends, not for Mondays. He had questions on the criteria for selecting the peer libraries, the time period referenced in the phasing aspect, and how the statistics about poverty, demographics, etc. were used to make these recommendations.

Ellen Egbert from Bernal Heights Branch Library stated that it was a terrific report and was glad to hear from the other branch librarians.

Commissioner Kane said it was a great report with a lot of information and brought up a number of questions. He said he was not surprised that Sunday was the most popular day. He indicated a desire to look at library goals and a long term plan. He asked what it would take for the system to have every branch open every day, and the ability of hiring more part time staff.

Jill Bourne explained the issue of hiring full or part time staff.

Commissioner Kane asked a question regarding Bayview Branch Library and asked why they weren't brought up to 7 days.

Jill Bourne said that was looked at and the optimum was to bring all branches up to 6 days.

Luis Herrera agreed with that assessment and the next step would be to go to all 7 days.

Commissioner Chin said that when you compare the other cities to San Francisco most of the other cities are larger geographically, so our libraries are smaller, but they are much closer together.

Commissioner Bautista talked about the importance of open hours on Sundays for use by families.

Commissioner Gomez thanked staff for the report and said it provided a great deal of information.

Commissioner Munson said the report was well put together and looked like something a
well paid consultant would put together.

Vice President Coulter said the analysis was very informative. He agreed with Commissioner Kane that the library should look at a long term plan for having the branches open every day. He asked for more information on the Mission Bay branch.

Jill Bourne spoke about the future density of the Mission Bay area and the size of the Mission Bay Branch Library.

Therese Cason, Manager of the Mission Bay Branch Library, spoke regarding the library's circulation statistics, and said that a lot of commuters use the library, a lot of children and the Head Start program also use the library and it serves the UCSF area as well.

Brian Bannon spoke regarding the collection of data. He said the Mission Bay Branch was one of the hardest neighborhoods to determine hours of use, but the recommendation was to open it to 6 days.

Vice President Coulter asked about whether we had more information about the 9% of the people who had said they were dissatisfied. He asked that staff continue to examine the Mission Bay Branch issue.

Luis Herrera said that staff would continue to look at the Mission Bay and Bayview branch issues. He also spoke regarding peer library systems and how they were determined.

AGENDA ITEM NO. 3 APPROVAL OF THE MINUTES

An anonymous citizen stated that the citizen summaries have reappeared in the minutes although they are not included in the body of the minutes and therefore in his opinion they do not meet the law. The minutes do not say that President Higueras asked him a question or that his concern was over the misrepresentation on the agenda. He said that his remarks on the adjournment did not include the comments he made regarding Dorothy Casper.

Peter Warfield said that a great deal more specificity should be in the minutes. Under public comment it would be useful to say a little bit more about what citizens said about the article in the Examiner. He stated that he believed he said that the previous speaker had a letter in the Examiner. He indicated that he had mentioned the Library Users Association, and would appreciate it if that was mentioned in the minutes.

MOTION: By Commissioner Chin, seconded by Commissioner Bautista, to approve the minutes of the regular meeting of February 15, 2007, as amended to include additional comments about the adjournment in honor of Dorothy Casper and Mr. Warfield's identification as representing the Library Users Association. Approved by the following vote 6-0 Aye: Bautista, Chin, Coulter, Kane, Gomez and Munson.

AGENDA ITEM NO. 5 BOND PROGRAM MANAGER'S REPORT

BLIP Program Manager Marilyn Thompson gave a PowerPoint presentation of her regular report and included the most recent budget changes made by the Commission on March 1 (attached). The report included the Schedule Report; Active Projects Reports for New Construction and Renovations; Construction Reports; photographs of some of the branch libraries being renovated; Community Outreach Update and photographs from the West Portal Branch Library Opening on February 10. She stated that West Portal is now fully accessible for the first time.

Luis Herrera reiterated the invitation to the closing party at 1:00 pm on Sunday, March 18th at the Richmond branch and the Grand Re-opening of the Sunset branch on March 31st. He also stated that staff very much appreciated the support from the Commission at the last Commission meeting regarding the BLIP program. Questions were raised at that meeting regarding a review/assessment of the program. He stated that he had met with the City Controller, who is very much in support of undertaking a review of the program. He said he would report back to the Commission in April on the assessment as it evolves.

PUBLIC COMMENT: An anonymous citizen did not have any specific comments on this item – he just wanted to ensure public comment on the item.

Peter Warfield thanked staff for an interesting but rapid report and he thanked the City Librarian for clarifying the times of the upcoming events. He spoke regarding the West Portal branch, and specifically regarding the inconvenient location of the computer catalogs for the library's collection. He was looking for a book that was donated by Mayor Newsom and wanted to have the Mayor autograph it on behalf of the library, but the book was in storage.

Edmund, from the Tenderloin District, spoke in support of the library and keeping the "learning tree" always open.

AGENDA ITEM NO. 7 NEW BUSINESS

Vice President Coulter stated there was no new business to be discussed.

AGENDA ITEM NO. 8 ADJOURNMENT

Vice President Coulter announced that this was Richard Walsh's last meeting as Acting Secretary. The Commission gave him a round of applause and thanked him for his service.

Luis Herrera thanked Mr. Walsh and Cooley Windsor for their assistance in this interim period.

There was no public comment on this item.

MOTION: by Commissioner Munson, seconded by Commissioner Bautista, to adjourn the regular meeting of Thursday, March 15, 2007. Approved by a vote of 6-0. Voting aye: Bautista, Chin, Coulter, Gomez, Kane, and Munson.

The regular meeting of March 15, 2007, of the San Francisco Public Library Commission adjourned at 7:06 PM.

Richard Walsh
Acting Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

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NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, April 5, 2007**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

The meeting will be called to order.

1. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES ACTION

Presentation, discussion and possible action to approve the minutes of the regular meeting of March 1, 2007.
Explanatory document: draft minutes

3. APPROVAL OF THE MINUTES ACTION

Presentation, discussion and possible action to approve the minutes of the special meeting of March 2, 2007.
Explanatory document: draft minutes

4. RESCISSION OF COMMISSION SECRETARY APPOINTMENT ACTION

Motion to rescind appointment of Library Commission Secretary at March 15, 2007 meeting in order to correct absence of public comment prior to the March 15th closed session (Action)

5. PUBLIC EMPLOYEE APPOINTMENT – LIBRARY COMMISSION SECRETARY ACTION

A. Public Comment on all matters pertaining to this agenda item

B. OPEN SESSION: Motion to hold closed session pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) – Personnel Matter-Public Employee Appointment – Library Commission Secretary (Action)

C. CLOSED SESSION: Public Employee Appointment – Library Commission Secretary (Discussion and possible action)

D. RECONVENE IN OPEN SESSION:

a) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code Section 67.12(b)(4)

b) Motion to disclose any or all discussions held in closed session pursuant to San Francisco Administrative Code Section 67.12(a) (Action)

6. CITY LIBRARIAN'S REPORT by Luis Herrera **DISCUSSION**
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following topics: presentation on the Wallace Stegner Center; updates on the Sunset Branch Library opening and the Richmond Branch Library closing; update on the project to upgrade Main Library Telecom closets; and highlights on exhibitions and programs.

7. FRIENDS OF THE LIBRARY REPORT **DISCUSSION**
(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

8. EXTENDED LIBRARY SERVICE HOURS **ACTION**
Presentation, discussion and possible action to approve the proposed plan to extend library public service hours. Proposed plan will include new options
Explanatory document: Expanded Operating Hours Plan 2.0 presentation.

9. LABOR UNION REPORT **DISCUSSION**
(This item is to allow representatives of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. NEW BUSINESS **DISCUSSION**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

11. ADJOURNMENT (requires motion and public comment) **ACTION**

R WALSH, Acting Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

ndividuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the ccessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to ccommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various hemical-based products. Please help the City to accommodate these individuals.

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here is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

ccessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

he ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this neeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for e ringing or use of a cell phone, pager, or other similar sound producing electronic evices.

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an Francisco Lobbyist Ordinance

ttention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be equired by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register nd report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 0 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: gov.org/ethics.

ue Blackman, Commission Secretary 03/29/07

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Gavin Newsom
Mayor

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Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

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Vice President Coulter called the meeting to order at 4:30 pm and announced that President Higueras was excused.

Commissioners Bautista, Gomez and Munson were present. Commissioner Chin arrived at 4:38 and Commissioner Kane arrived at 4:40 pm.

To accommodate the schedules of commissioners who would be unable to attend the entire meeting, Vice President Coulter changed the order in which the agenda would be heard.

AGENDA ITEM #1: PUBLIC COMMENT

Miguel Bustos, Commission Liaison for Mayor Newsom, read a statement from the Mayor supporting the extended hours issue and in support of the staff's recommendation for extended hours for several of the branch libraries on Sundays and Mondays.

An anonymous citizen stated there were issues with the minutes that should be heard before any new business and spoke regarding the historical power of the library.

Russell Morena, spoke regarding using the existing site of the Visitacion Valley Library for the new library as a mixed use building. He invited the Commission members to come out and visit the existing library.

City Librarian Luis Herrera stated that staff is still committed to pursuing a stand alone library in Visitacion Valley, but that that does not preclude undertaking a further assessment of the issue.

Peter Warfield spoke regarding opening and closing parties for the branch libraries. He also spoke regarding the lack of prior documents being included in the explanatory documents which in his opinion are crucial to the Commission's decision making process.

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AGENDA ITEM #4 RESCISSION OF COMMISSION SECRETARY APPOINTMENT

Deputy City Attorney Francesca Gessner explained Items 4 and 5 on the agenda, which are meant to correct a procedural error that occurred at the Commission's last meeting. At the last meeting after the closed session, the Commission publicly announced the appointment of the new Library Commission Secretary, however, the Commission inadvertently failed to take public testimony prior to going into closed session. Because the Commission took action without first offering members of the public an opportunity to speak, she recommended that the Commission should set aside the action and revisit the matter.

An anonymous citizen stated there should be an explanatory document from President Higueras to him regarding the matter and spoke regarding violations by the Commission and court documents from his 1996 lawsuit.

Peter Warfield said that this is a sad moment in Library Commission history and referred to the letter written by President Higueras and stated that it should be included as an explanatory document.

Motion: By Commissioner Munson, seconded by Commissioner Bautista to rescind the Library Commission Secretary appointment on March 15, 2007 in order to correct the absence of public comment prior to the closed session on that date.

Action: AYE 6 – 0 (Aye: Bautista, Chin, Coulter, Kane, Gomez and Munson)

AGENDA ITEM #5 PUBLIC EMPLOYEE APPOINTMENT – SECRETARY, LIBRARY COMMISSION

An anonymous citizen spoke regarding the rules of openness and public participation in order to obtain valid community objectives.

Peter Warfield asked if preposterous rhymes with rhinoceros.

Motion: by Commissioner Munson, seconded by Commissioner Bautista, that the Library Commission enter into closed session pursuant to California Government Code Section 54957(b)(1)) and San Francisco Administrative Code Section 67.10(b) – Personnel Matter-Public Employee Appointment-Secretary, Library Commission.

Action: AYE 6 – 0 (Aye: Bautista, Chin, Coulter, Kane, Gomez and Munson)

Vice President Coulter estimated that the closed session would last no more than ten minutes.

Pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b) the San Francisco Public Library Commission entered into closed session at 4:55 pm.

At 5:04 pm the Commission returned to open session with 6 members present: Commissioners Bautista, Chin, Coulter, Kane, Gomez and Munson.

Vice President Coulter stated that pursuant to California Government Code Section 54957.1a5 and San Francisco Administrative Code Section 67.12b4, that Sue Blackman had been appointed as the Library Commission Secretary retroactive to March 16, 2007. The motion was approved unanimously in closed session by the following vote 6-0: AYE: Bautista, Chin, Coulter, Kane, Gomez and Munson.

Motion: by Commissioner Munson, seconded by Commissioner Bautista pursuant to San Francisco Administrative Code Section 67.12(a) to not disclose any portion of the discussion that took place in today's closed session.

Action: AYE 6-0: (Aye: Bautista, Chin, Coulter, Kane, Gomez and Munson).

AGENDA ITEM #8: EXTENDED LIBRARY SERVICE HOURS

Deputy City Librarian, Jill Bourne gave the background on the extended library service hours issue and explained the options before the Commission based on prior Commission input. Option A: additional day of service on Sunday at Ingleside, Mission Bay, Portola and additional day of service on Monday at Merced, Ocean View and Visitacion Valley. She explained that Option A was the staff's recommended option. Option B: additional day of service on Sunday at Ingleside, Merced, Mission Bay and Portola and additional day of service on Monday at Ocean View and Visitacion Valley. Option C: additional day of service on Sunday at Ingleside, Merced, Mission Bay, Ocean View, Portola and Visitacion Valley.

Ms. Bourne went on to answer specific questions from previous meetings of the Commission including responding that the Board of Supervisors' (BoS) direction on allocating the $480,000 was contingent on the Library's plan to add expanded operating hours approved by the BoS. She explained how peer libraries were selected and that this information was used as background and not utilized in the decision making process.

City Librarian Luis Herrera explained in more detail the Library's goal of making every 5 day branch a 6 day branch and increasing the number and geographic distribution of 7 day branches.

Ms. Bourne explained how the statistics were used to determine priority branches and she described the analyzed data sets. In response to a question regarding why Mission Bay was selected as a priority branch, she said that it has a high ranking in many of the categories, as well as the fact that it serves Treasure Island residents, that it is currently open only 5 days per week and it is geographically isolated.

Therese Cason, Mission Bay Branch Library Manager, explained the importance of this branch and that adding Sunday hours would help serve the diverse patrons of the area.

Linda Brooks Burton, Bayview Branch Library Manager, stated she was happy that additional hours on Sunday were considered for the Bayview Branch but she supports another open morning or evening at the branch instead of Sunday at this time.

Darcel Jones, Bayview Children's Librarian, has seen an increase in the number of children using the library. She stated she would like to see additional morning hours for the school children.

Miriam Pavis, member Council of Neighborhood Libraries representing the Bayview Branch, spoke regarding the history of that library and in support of extra hours in the morning during the week. She stated that on Sundays most people go to church in this neighborhood so the need for Sunday hours is not there at this time.

Glen Ramisky, patron of the Mission Bay Library, spoke in support of the plan to expand Sunday hours for the Mission Bay Branch Library.

Jill Bourne explained the additional options before the Commission. Option D: an additional day of service on Sunday at Bayview, Ingleside and Portola and an additional day of service on Monday at Merced, Ocean View and Visitacion Valley. Option E: an additional day of service on Sunday at Bayview, Ingleside, Merced and Portola and an additional day of service on Monday at Ocean View and Visitacion Valley. Option F an additional day of service on Sunday at Bayview, Ingleside, Merced, Ocean View, Portola and Visitacion Valley. She explained that after the Commission takes action at this meeting the issue would go before the BOS Budget and Finance Committee and personnel hiring would begin. She stated that scheduling the opening of the initial four branches would be with available current year funds and scheduling of the additional branches would be pending approval of the FY07/08 funding request.

An anonymous citizen spoke regarding the BOS's position supporting additional Sunday hours.

Edie Eps, Visitacion Valley, spoke in support of Option A and the Visitacion Valley Branch being open on Monday. She stated there are other near by branches, which are open on Sundays.

Antoinette Rossi, spoke in support of the staff's recommendation of Option A.

Cathy Bremer, Local 1021, spoke in support of Option A and the importance of some branch libraries being open on Monday. She stated she was very impressed with the staff work on this issue.

Peter Warfield said that there was an inadequate cost analysis on this issue and about his concern over the final recommendation not being limited to Sunday openings.

Commissioner Kane thanked staff for the report and thanked the branch librarians for speaking before the Commission. He clarified that on Sundays branches would be open for 4 hours and on Mondays they would be open 8 hours. He was concerned about the hours recommended for Bayview and suggested that that branch should be open 7 days a week.

City Librarian Herrera spoke regarding Commissioner Kane's desire to have the Bayview Branch open on Sundays. He said that if the Commission adopted the staff's proposal at this time, that staff would go back and revisit the possibility of acquiring some additional funds in order to open Bayview additional hours.

Linda Brooks-Burton, Bayview Branch Librarian spoke further regarding her desire for additional week day morning and evening hours. Sundays would be the lowest priority at this time.

Commissioner Munson spoke regarding his desire to see Bayview open on Sundays as well, but it sounded like the branch library would rather have the week day hours if possible.

Commissioner Bautista spoke in support of opening an additional day of service on Sunday at Mission Bay.

Commissioner Chin wanted to insure that staff is looking down the road at future costs as well.

Luis Herrera explained that a 3-4% increase to the annualized budget would be necessary to maintain these staffing levels.

Commissioner Gomez spoke regarding the Bayview area and her desire to meet the needs of the community.

Commissioner Munson clarified that staff would look at the additional hours for Bayview in both this fiscal year as well as the next fiscal year.

Jill Bourne spoke regarding the staffing issue and the ability to hire additional hourly employees.

Motion: By Kane, seconded by Bautista to approve option A, based on an analysis of branch service hours and criteria developed to address service equity and a recommended method for implementing additional open hours to extend hours of operation at the following branch libraries on the following days:

In FY2006/07 an additional day per week of service at: Ingleside and Portola on Sunday and Ocean View and Visitacion Valley on Monday.

In FY2007/08 (pending approval of the 2007/08 budget) an additional day per week of service at: Mission Bay on Sunday and Merced on Monday.

And that following this action, Library staff will develop specific staffing plans for the six aforementioned branches and request release of reserved funds to begin implementation of new expanded branch hours. Additionally that staff will research finding additional funds for additional hours for the Bayview Branch for both FY06-07 and FY07-08.

Action: 6-0 AYE (Bautista, Chin Coulter, Gomez, Kane and Munson)

Vice President Coulter reiterated that the City Librarian will come back to the Commission with a report on additional hours for the Bayview Branch.

Commissioner Gomez left the meeting at 5:56 pm.

Commissioner Chin left the meeting at 5:57 pm.

AGENDA ITEM #2: APPROVAL OF THE MINUTES 3/1/07

The anonymous citizen thanked the Commission for including his statements as an addendum to the minutes even though they were not included and cited examples wherein he felt the minutes did not adequately convey his comments.

Peter Warfield spoke regarding his concern that his comments were not accurately summarized in the minutes.

MOTION: by Commissioner Munson, seconded by Commissioner Bautista, to approve the minutes of the regular meeting of March 1, 2007.

ACTION: 4-0 AYES: Bautista, Coulter, Kane and Munson.

AGENDA ITEM #3: APPROVAL OF THE MINUTES SPECIAL MEETING 3/2/07

The anonymous citizen stated his remarks were not adequately reported in that he specifically spoke regarding court cases against the Library Commission regarding public comment on closed session. He was also concerned that Mr. Warfield's remarks were not adequately conveyed and that he had other concerns relative to the motion.

Peter Warfield stated that he continued to be concerned that there had been no public comment relating to the duties of the Library Commission Secretary and that he hopes there will be some improvement on the minutes in the future.

MOTION: by Commissioner Bautista, seconded by Commissioner Munson, to approve the minutes of the special meeting of March 2, 2007.

ACTION: 4-0 AYES: Bautista, Coulter, Kane and Munson.

AGENDA ITEM #6: CITY LIBRARIAN'S REPORT

City Librarian Herrera introduced Chief of Main Kathy Lawhun and Environmental Center Librarian Wendy Owens to give a presentation on the Wallace Stegner Center.

Wendy Owens gave an overview of the collection and the activities going on in the Wallace Stegner Center. She explained that the Stegner Center supports research for information about the environment and she highlighted some of the books and exhibits in the collection. She also talked about various programs, events and collaborations with community groups in the area.

City Librarian Herrera spoke about the closing party for the Richmond Branch Library and the grand reopening of the Sunset Library.

Jane Hudson, Managing Librarian at the Sunset Branch, spoke regarding the grand reopening and said there were 500-600 people. Josh Kornbluth was the emcee at the event and Mayor Newsom, Supervisors Mirkarimi and Elsbend, the City Librarian, Commission President Higueras and Vice-President Coulter were also there among others. She thanked the citizens of San Francisco, who voted to make this possible, the Library staff, Commission and Friends of the Library for making this a fantastic day.

City Librarian Herrera thanked all the members of the staff who worked hard to make this event a successful one.

Manny Manahan, member of the Council of Neighborhood Libraries, spoke about how wonderful the event was.

Chief of Main Kathy Lawhun spoke regarding the update of the Main Library Telecom closets and how that would be affecting service.

City Librarian Luis Herrera told about many upcoming events, exhibitions and programs to be held at the Main and some of the branches.

An anonymous citizen stated he was at the opening of the Sunset branch and that it was a nice event, but spoke about concern over first day circulation numbers being a priority and stated he is very interested in some of the upcoming events and exhibits.

Peter Warfield stated the City Librarian's report was interesting and informative. He spoke regarding the Wallace Stegner presentation and his concern that EPA libraries are being closed nationwide and whether this exhibit has experienced any impact from that. He said he was also very interested in the upcoming events and exhibits and he said the Sunset branch opening was very nice.

Vice President Coulter asked how outreach is done to environmental social activists and others regarding the Wallace Stegner Center.

Wendy Owens spoke regarding the outreach efforts.

Vice President Coulter suggested that more outreach be done through email trees, partnerships with organizations, community groups, etc. He said the library was doing some great things and we need to get the word out about them.

City Librarian Herrera stated that the Library is also working with the Department of the Environment to see if we can develop some program opportunities with them as well as additional outreach opportunities.

AGENDA ITEM # 7: FRIENDS OF THE LIBRARY REPORT

None.

AGENDA ITEM # 9: LABOR UNION REPORT

Cathy Bremer stated that Local 790, which has approximately 90% of library workers had pulled out of AFL-CIO and is now part of Change to Win a group of unions that pulled out of AFL-CIO. The first action was to merge with other unions in northern California and to form Local 1021, which means 10 locals to 1 union and has over 55,000 members. She said the union is very happy with its monthly labor, management meetings with the Library. The meetings are wonderfully productive and the employees are stepping up. She stated that the administration of the Library is really great and works with the staff to make this a good place to work.

Peter Warfield said he was glad to hear that things are going well and that staff has one of the highest ratings in a city-wide survey. There is a lot that staff has done to make the library a useable one. He also spoke in support of later commission start times and was happy it has moved in a favorable direction for start time from 4 pm to 4:30 pm.

AGENDA ITEM #10: NEW BUSINESS

Commissioner Bautista asked for a report on security and training at the library.

City Librarian Luis Herrera stated that he would report back at an upcoming meeting and the public safety plan for the library.

An anonymous citizen spoke regarding the scope of the public safety plan and security issues and would like to see a report on those topics.

Peter Warfield supported the public safety plan returning to the Commission for review and stated he would like to hear a report on facilities including the continuing problem on the cleanliness of toilet facilities at the Main Library.

City Librarian Herrera spoke regarding improvement in the perimeters of this building and insuring that the grounds look clean and well lit. The restrooms continue to be a problem and staff is looking at ways to improve them.

AGENDA ITEM #11: ADJOURNMENT

MOTION: by Commissioner Munson, seconded by Commissioners Bautista to adjourn the regular meeting of Thursday, March 15, 2007.

ACTION: 4-0 AYES: Bautista, Coulter, Kane and Munson.

The regular meeting of Thursday, March 15, 2007, of the San Francisco Public Library Commission adjourned at 6:54 PM.

Richard Walsh
Acting Secretary, Library Commission

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT
MAY - 7 2007
SAN FRANCISCO
PUBLIC LIBRARY

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
ewelle Gomez
arry Kane
ee Munson
Commissioners

uis Herrera
City Librarian

ue Blackman
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

(as amended and approved at the regular meeting of May 3, 2007)

The San Francisco Public Library Commission held a regular meeting on Thursday, April 5, 2007, in the Koret Auditorium, Main Library.

Vice President Coulter called the meeting to order at 4:30 pm and announced that President Higueras was excused.

Commissioners Bautista, Gomez and Munson were present. Commissioner Chin arrived at 4:38 and Commissioner Kane arrived at 4:40 pm.

To accommodate the schedules of commissioners who would be unable to attend the entire meeting, Vice President Coulter changed the order in which the agenda would be heard.

AGENDA ITEM #1: PUBLIC COMMENT

Miguel Bustos, Commission Liaison for Mayor Newsom, read a statement from the Mayor supporting the extended hours issue and in support of the staff's recommendation for extended hours for several of the branch libraries on Sundays and Mondays.

An anonymous citizen stated there were issues with the minutes that should be heard before any new business and spoke regarding the historical power of the library.

Russel Morine, resident and small business owner in Visitacion Valley, spoke supporting consideration of the re-use of the supermarket building which was purchased by the city with the intention of demolition and construction of a new Visitacion Valley branch library on the site. He invited the Commission members to come out and visit the existing library.

City Librarian Luis Herrera stated that staff is still committed to pursuing a stand alone library in Visitacion Valley, but that that does not preclude undertaking a further assessment of the issue.

Peter Warfield spoke regarding opening and closing parties for the branch libraries. He also spoke regarding the lack of prior documents being included in the explanatory documents which in his opinion are crucial to the Commission's decision making process.

AGENDA ITEM #4 RESCISSION OF COMMISSION SECRETARY APPOINTMENT

Deputy City Attorney Francesca Gessner explained Items 4 and 5 on the agenda, which are meant to correct a procedural error that occurred at the Commission's last meeting. At the last meeting after the closed session, the Commission publicly announced the appointment of the new Library Commission Secretary, however, the Commission inadvertently failed to take public testimony prior to going into closed session. Because the Commission took action without first offering members of the public an opportunity to speak, she recommended that the Commission should set aside the action and revisit the matter.

An anonymous citizen stated there should be an explanatory document from President Higueras to him regarding the matter and spoke regarding violations by the Commission and court documents from his 1996 lawsuit.

Peter Warfield said that this is a sad moment in Library Commission history and referred to the letter written by President Higueras and stated that it should be included as an explanatory document.

Motion: By Commissioner Munson, seconded by Commissioner Bautista to rescind the Library Commission Secretary appointment on March 15, 2007 in order to correct the absence of public comment prior to the closed session on that date.

Action: AYE 6 – 0 (Aye: Bautista, Chin, Coulter, Kane, Gomez and Munson)

AGENDA ITEM #5 PUBLIC EMPLOYEE APPOINTMENT – SECRETARY, LIBRARY COMMISSION

An anonymous citizen spoke regarding the rules of openness and public participation in order to obtain valid community objectives.

Peter Warfield characterized the process as preposterous.

Motion: by Commissioner Munson, seconded by Commissioner Bautista, that the Library Commission enter into closed session pursuant to California Government Code Section 54957(b)(1)) and San Francisco Administrative Code Section 67.10(b) – Personnel Matter-Public Employee Appointment-Secretary, Library Commission.

Action: AYE 6 – 0 (Aye: Bautista, Chin, Coulter, Kane, Gomez and Munson)

Vice President Coulter estimated that the closed session would last no more than ten minutes.

Pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b) the San Francisco Public Library Commission entered into closed session at 4:55 pm.

At 5:04 pm the Commission returned to open session with 6 members present: Commissioners Bautista, Chin, Coulter, Kane, Gomez and Munson.

Vice President Coulter stated that pursuant to California Government Code Section 54957.1a5 and San Francisco Administrative Code Section 67.12b4, that Sue Blackman had been appointed as the Library Commission Secretary retroactive to March 16, 2007. The motion was approved unanimously in closed session by the following vote 6-0: AYE: Bautista, Chin, Coulter, Kane, Gomez and Munson.

Motion: by Commissioner Munson, seconded by Commissioner Bautista pursuant to San Francisco Administrative Code Section 67.12(a) to not disclose any portion of the discussion that took place in today's closed session.

Action: AYE 6-0: (Aye: Bautista, Chin, Coulter, Kane, Gomez and Munson).

AGENDA ITEM #8: EXTENDED LIBRARY SERVICE HOURS

Deputy City Librarian, Jill Bourne gave the background on the extended library service hours issue and explained the options before the Commission based on prior Commission input. Option A: additional day of service on Sunday at Ingleside, Mission Bay, Portola and additional day of service on Monday at Merced, Ocean View and Visitacion Valley. She explained that Option A was the staff's recommended option. Option B: additional day of service on Sunday at Ingleside, Merced, Mission Bay and Portola and additional day of service on Monday at Ocean View and Visitacion Valley. Option C: additional day of service on Sunday at Ingleside, Merced, Mission Bay, Ocean View, Portola and Visitacion Valley.

Ms. Bourne went on to answer specific questions from previous meetings of the Commission including responding that the Board of Supervisors' (BoS) direction on allocating the $480,000 was contingent on the Library's plan to add expanded operating hours approved by the BoS. She explained how peer libraries were selected and that this information was used as background and not utilized in the decision making process.

City Librarian Luis Herrera explained in more detail the Library's goal of making every 5 day branch a 6 day branch and increasing the number and geographic distribution of 7 day branches.

Ms. Bourne explained how the statistics were used to determine priority branches and she described the analyzed data sets. In response to a question regarding why Mission Bay was selected as a priority branch, she said that it has a high ranking in many of the categories, as well as the fact that it serves Treasure Island residents, that it is currently open only 5 days per week and it is geographically isolated.

Therese Cason, Mission Bay Branch Library Manager, explained the importance of this branch and that adding Sunday hours would help serve the diverse patrons of the area.

Linda Brooks Burton, Bayview Branch Library Manager, stated she was happy that additional hours on Sunday were considered for the Bayview Branch but she supports another open morning or evening at the branch instead of Sunday at this time.

Darcel Jones, Bayview Children's Librarian, has seen an increase in the number of children using the library. She stated she would like to see additional morning hours for the school children.

Miriam Pavis, member Council of Neighborhood Libraries representing the Bayview Branch, spoke regarding the history of that library and in support of extra hours in the morning during the week. She stated that on Sundays most people go to church in this neighborhood so the need for Sunday hours is not there at this time.

Glen Ramisky, patron of the Mission Bay Library, spoke in support of the plan to expand Sunday hours for the Mission Bay Branch Library.

Jill Bourne explained the additional options before the Commission. Option D: an additional day of service on Sunday at Bayview, Ingleside and Portola and an additional day of service on Monday at Merced, Ocean View and Visitacion Valley. Option E: an additional day of service on Sunday at Bayview, Ingleside, Merced and Portola and an additional day of service on Monday at Ocean View and Visitacion Valley. Option F an additional day of service on Sunday at Bayview, Ingleside, Merced, Ocean View, Portola and Visitacion Valley. She explained that after the Commission takes action at this meeting the issue would go before the BOS Budget and Finance Committee and personnel hiring would begin. She stated that scheduling the opening of the initial four branches would be with available current year funds and scheduling of the additional branches would be pending approval of the FY07/08 funding request.

An anonymous citizen spoke regarding the BOS's position supporting additional Sunday hours.

Edie Eps, Visitacion Valley, spoke in support of Option A and the Visitacion Valley Branch being open on Monday. She stated there are other near by branches, which are open on Sundays.

Antoinette Rossi, spoke in support of the staff's recommendation of Option A.

Cathy Bremer, Local 1021, spoke in support of Option A and the importance of some branch libraries being open on Monday. She stated she was very impressed with the staff work on this issue.

Peter Warfield said that there was an inadequate cost analysis on this issue and about his concern over the final recommendation not being limited to Sunday openings.

Commissioner Kane thanked staff for the report and thanked the branch librarians for speaking before the Commission. He clarified that on Sundays branches would be open for 4 hours and on Mondays they would be open 8 hours. He was concerned about the hours recommended for Bayview and suggested that that branch should be open 7 days a week.

City Librarian Herrera spoke regarding Commissioner Kane's desire to have the Bayview Branch open on Sundays. He said that if the Commission adopted the staff's proposal at this time, that staff would go back and revisit the possibility of acquiring some additional funds in order to open Bayview additional hours.

Linda Brooks-Burton, Bayview Branch Librarian spoke further regarding her desire for additional week day morning and evening hours. Sundays would be the lowest priority at this time.

Commissioner Munson spoke regarding his desire to see Bayview open on Sundays as well, but it sounded like the branch library would rather have the week day hours if possible.

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Commissioner Gomez spoke regarding the Bayview area and her desire to meet the needs of the community.

Commissioner Munson clarified that staff would look at the additional hours for Bayview in both this fiscal year as well as the next fiscal year.

Jill Bourne spoke regarding the staffing issue and the ability to hire additional hourly employees.

Motion: By Kane, seconded by Bautista to approve option A, based on an analysis of branch service hours and criteria developed to address service equity and a recommended method for implementing additional open hours to extend hours of operation at the following branch libraries on the following days:

In FY2006/07 an additional day per week of service at: Ingleside and Portola on Sunday and Ocean View and Visitacion Valley on Monday.

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And that following this action, Library staff will develop specific staffing plans for the six aforementioned branches and request release of reserved funds to begin implementation of new expanded branch hours. Additionally that staff will research finding additional funds for additional hours for the Bayview Branch for both FY06-07 and FY07-08.

Action: 6-0 AYE (Bautista, Chin Coulter, Gomez, Kane and Munson)

Vice President Coulter reiterated that the City Librarian will come back to the Commission with a report on additional hours for the Bayview Branch.

Commissioner Gomez left the meeting at 5:56 pm.

Commissioner Chin left the meeting at 5:57 pm.

AGENDA ITEM #2: APPROVAL OF THE MINUTES 3/1/07

The anonymous citizen thanked the Commission for including his statements as an addendum to the minutes even though they were not included and cited examples wherein he felt the minutes did not adequately convey his comments.

Peter Warfield spoke regarding his concern that his comments were not accurately summarized in the minutes.

MOTION: by Commissioner Munson, seconded by Commissioner Bautista, to approve the minutes of the regular meeting of March 1, 2007.

ACTION: 4-0 AYES: Bautista, Coulter, Kane and Munson.

AGENDA ITEM #3: APPROVAL OF THE MINUTES SPECIAL MEETING 3/2/07

The anonymous citizen stated his remarks were not adequately reported in that he specifically spoke regarding court cases against the Library Commission regarding public comment on closed session. He was also concerned that Mr. Warfield's remarks were not adequately conveyed and that he had other concerns relative to the motion.

Peter Warfield stated that he continued to be concerned that there had been no public comment relating to the duties of the Library Commission Secretary and that he hopes there will be some improvement on the minutes in the future.

MOTION: by Commissioner Bautista, seconded by Commissioner Munson, to approve the minutes of the special meeting of March 2, 2007.

ACTION: 4-0 AYES: Bautista, Coulter, Kane and Munson.

AGENDA ITEM #6: CITY LIBRARIAN'S REPORT

City Librarian Herrera introduced Chief of Main Kathy Lawhun and Environmental Center Librarian Wendy Owens to give a presentation on the Wallace Stegner Center.

Wendy Owens gave an overview of the collection and the activities going on in the Wallace Stegner Center. She explained that the Stegner Center supports research for information about the environment and she highlighted some of the books and exhibits in the collection. She also talked about various programs, events and collaborations with community groups in the area.

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AGENDA ITEM # 7: FRIENDS OF THE LIBRARY REPORT

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AGENDA ITEM # 9: LABOR UNION REPORT

Cathy Bremer stated that Local 790, which has approximately 90% of library workers had pulled out of AFL-CIO and is now part of Change to Win a group of unions that pulled out of AFL-CIO. The first action was to merge with other unions in northern California and to form Local 1021, which means 10 locals to 1 union and has over 55,000 members. She said the union is very happy with its monthly labor, management meetings with the Library. The meetings are wonderfully productive and the employees are stepping up. She stated that the administration of the Library is really great and works with the staff to make this a good place to work.

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AGENDA ITEM #10: NEW BUSINESS

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City Librarian Herrera spoke regarding improvement in the perimeters of this building and insuring that the grounds look clean and well lit. The restrooms continue to be a problem and staff is looking at ways to improve them.

AGENDA ITEM #11: ADJOURNMENT

MOTION: by Commissioner Munson, seconded by Commissioners Bautista to adjourn the regular meeting of Thursday, March 15, 2007.

ACTION: 4-0 AYES: Bautista, Coulter, Kane and Munson.

The regular meeting of Thursday, March 15, 2007, of the San Francisco Public Library Commission adjourned at 6:54 PM.

Richard Walsh
Acting Secretary, Library Commission

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

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San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102 - 4733

SPECIAL NOTICE

4·45 pm post

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SAN FRANCISCO
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THE REGULAR MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION SCHEDULED FOR

THURSDAY, APRIL 19, 2007

HAS BEEN

CANCELLED

THE NEXT REGULAR MEETING OF THE LIBRARY COMMISSION IS SCHEDULED FOR THURSDAY, MAY 3, 2007

POSTED, April 11, 2007
Sue Blackman, Commission Secretary

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